

## City of Alexandria, Virginia

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4-12-03

## MEMORANDUM

DATE: APRIL 1, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: PUBLIC HEARING ON THE DRAFT ONE-YEAR ACTION PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT FOR THE CITY'S FY 2004

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**ISSUE:** Public Hearing on the City's Draft One-Year Action Plan for Housing and Community Development for FY 2004.

**RECOMMENDATION:** That City Council:

- (1) Conduct a public hearing on the Draft One-Year Action Plan for Housing and Community Development for FY 2004, which includes the City's application for Federal Fiscal Year 2003 funding for \$1,533,000 in Community Development Block Grant (CDBG) monies and \$909,647 in Home Investment Partnerships Program (HOME) monies; and
- (2) Docket the Action Plan and Community Development Block Grant and Home Investment Partnerships Program applications for final Council consideration on May 13, 2003.

**BACKGROUND:** The Draft One-Year Action Plan for Housing and Community Development has been prepared in accordance with regulations set forth by the U.S. Department of Housing and Urban Development (HUD). These regulations require that participants in certain HUD programs, including but not limited to the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs, develop and submit a one-year update to their five-year strategic Consolidated Plan for Housing and Community Development. The City's current Consolidated Plan, which defines the City's strategy for addressing housing and community development needs from 2000 through 2005, was approved by Council on May 23, 2000.

**DISCUSSION:** The Draft One-Year Action Plan for FY 2004, which was distributed for public review on March 17, describes the activities to address the City's priorities for affordable housing, homeless services, and community development for the fourth year of the five-year Consolidated Plan term. Generally speaking, these priorities are (1) to expand affordable homeownership opportunities for low- and moderate-income households; (2) to preserve the

1,150 assisted rental housing units covered by Resolution 830<sup>1</sup>; (3) to preserve other publicly-assisted housing by encouraging private owners faced with expiring project-based rental assistance contracts to pursue options that do not require tenant displacement (e.g., contract renewal, acceptance of tenant-based assistance); (4) to support, on a case-by-case basis, the development and preservation of affordable rental housing for households with incomes up to 60% of area median income, subject to consistency with other City priorities; (5) to continue support for existing facilities and services for the homeless, individuals with special needs, and other low- and moderate-income persons; and (6) to consider other housing and supportive service activities on a case-by-case basis. The income limits applicable to FY 2004 activities can be found on page 8 of the Action Plan (Attachment).

The Draft Action Plan includes the Housing Opportunities Fund as established by City Council last year to encourage the development or rehabilitation of affordable rental or sales. The Draft Action Plan also includes the change approved by City Council last year raising the priority for assistance to renters from low to medium, to reflect the City Council's higher priority for supporting the development or preservation of affordable rental housing for households up to 60% of area median as recommended by the Affordable Housing Task Force.

The Draft Action Plan includes \$238,647 more in federal HOME funding than is included in the City Manager's Proposed Budget for FY 2004. This is the result of a funding increase the amount of which was not known when the proposed budget was developed. The Draft Action Plan reflects ten percent of the increase, or \$23,865, added to HOME administration, and the balance of \$214,782 (plus a 25% match<sup>2</sup> of \$53,696 in non-federal monies, for a total of \$268,478) for a City Special Project. A specific recommendation to Council will be forthcoming at a later date, but one of the primary options under consideration involves a re-use of the Alexandria Residential Care Home (ARCH) facility, pending the outcome of a staff recommendation to close the ARCH. That recommendation is scheduled to be considered by the Commission on Aging on April 10 and by City Council on April 22. It is also anticipated that a public hearing will be held prior to a final decision on the re-use of the property, which was initially acquired with CDBG funds.

The Draft Action Plan describes the affordable and supportive housing, homeless, and non-housing community development activities to be carried out in the one-year period July 1, 2003 to June 30, 2004. This includes other priorities for community and economic development that are based on the City's approved Capital Improvement Program and planned Community Development Block Grant activities, and other housing-related actions to be taken in response to the recommendations of the Affordable Housing Task Force that were approved by Council in

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<sup>1</sup> Resolution 830 is the joint agreement between City Council and the Alexandria Redevelopment and Housing Authority that none of the 1,150 units of public housing in existence at the time the Resolution was adopted in 1982 would be demolished without replacement.

<sup>2</sup> The HOME program requires the City to contribute local matching funds, equal to 25% of the non-administrative grant expenditures, from non-Federal sources to be used only for HOME-funded activities.

February 2002. The report provides an estimate of the federal, state, local and private resources that are expected to be available, and to be committed, during FY 2004, as well as the number of persons and/or households to be assisted with these funds. The funding levels for FY 2004, and the activities to be undertaken, are discussed beginning on page 7 of the Draft Action Plan, and are consistent with the proposed FY 2004 Operating Budget, with the exception of the higher HOME amount in the Draft Action Plan.

### **Federal FY 2003 CDBG and HOME Funding (Including Carryover Monies)**

As stated previously, the FY 2004 Action Plan serves as the City's Federal Fiscal Year (FFY) 2003 applications to HUD for monies awarded under the CDBG and HOME programs. Since 1975, the City has received an annual entitlement grant under the CDBG program to be used for locally-developed activities designed to benefit low- and moderate-income persons and neighborhoods or address the removal of slums and blight. This will be the 29<sup>th</sup> annual grant received by the City. Alexandria's FFY 2003 CDBG grant, in the amount of \$1,533,000, represents an increase of \$292,000 over the FFY 2002 allocation of \$1,241,000. The increase is the result of HUD's allocation of CDBG funds based on data from the 2000 Census, rather than 1990 Census figures as used last year. It will be augmented with an estimated \$149,680 in carryover monies and an estimated \$21,157 in federal program income from scheduled loan repayments, providing a total of \$1,703,837 in CDBG funds available for FY 2004. Of this total, \$1,531,837 is allocated to the Office of Housing, and the remaining \$172,000 is allocated to the Department of Human Services to cover the operation of the Eviction Assistance and Furniture Storage Program, the Transitional Assistance Program and the Winter Shelter Program.

Since FY 1993, the City has also received annual allocations from the HOME Investment Partnerships (HOME) Program, which provides additional resources for housing activities. The City will receive a grant of \$909,647 in FFY 2003 HOME monies for the City's FY 2004, an increase of \$238,647 over FY 2003's allocation of \$671,000. The increase is the result of an increase in funding for the program and HUD's allocation of HOME funds based on data from the 2000 Census, rather than 1990 Census figures as used last year. The new allocation will be used along with \$205,009 in local matching funds, and \$1,034,238 in carryover funds (including matching monies), for a total of \$2,148,894.

The Draft One-Year Action Plan for FY 2004 contains CDBG and HOME activities continuing from prior years, including the Housing Opportunities Fund initiated last year. The CDBG and HOME budgets are summarized on in Tables B and C (respectively) of the Draft Action Plan and can be found in Appendix I, which begins after page 56.

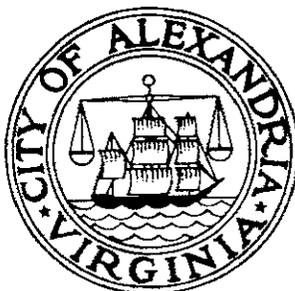
**FISCAL IMPACT:** Subject to HUD approval of the Action Plan, receipt of \$2,442,607 in new federal funding for FY 2004, including \$1,533,000 in CDBG funds and \$909,647 in HOME Program funds. Due to the federal HOME funding increasing by \$238,647 more than in the FY 2004 Proposed City Budget, the HOME match of \$53,696 will come from Program Income.

**ATTACHMENT:** Draft One-Year Action Plan for Housing and Community Development for FY 2004.

**STAFF:**

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City of Alexandria, Virginia  
**CONSOLIDATED PLAN FOR HOUSING  
AND COMMUNITY DEVELOPMENT**



**DRAFT**  
**One-Year Action Plan**  
**July 1, 2003- June 30, 2004**

ALEXANDRIA CITY COUNCIL

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**APPENDIX II:**        Summary of Citizen Comments

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                          Figure 3: Target Areas

# City of Alexandria City FY 2004 Action Plan

## ■ Introduction

The City of Alexandria's One-Year Action Plan for the period July 1, 2003 to June 30, 2004 reflects the strategies, priorities and objectives for the third year of the City's FY 2001-2005 Consolidated Plan for Housing and Community Development.

The One-Year Action Plan consists of several sections:

- ▶ Section I, "Summary of the City FY 2001-2005 Consolidated Plan for Housing and Community Development," provides a brief synopsis of the City's current Consolidated Plan, including specific objectives for housing, human services, and community and economic development activities to be carried out during the Consolidated Plan period.
- ▶ Section II, "Planned Activities to be Undertaken," describes the City's priorities for City FY 2004, the fourth year of this Consolidated Plan term. Section II provides a brief description of the pertinent programs and services to be provided in the Alexandria community during City FY 2004, and an estimate of federal, state, local and private resources expected to be available and committed during the year. For City FY 2004, the City will continue to provide an array of services designed to work toward its highest priorities of increasing homeownership opportunities, fostering self-sufficiency, and providing its fair share of housing, health and human services relative to other jurisdictions in the region. In addition, this document describes changes in the housing-related programs and services to be provided by the City presented in the Consolidated Plan, which have been made as a result of recommendations from the City Manager's Affordable Housing Task Force that were adopted by the Alexandria City Council in February 2002, or as a more general response to changing community conditions.
- ▶ Section III, "Other Activities to be Undertaken," describes the City's actions to address poverty, remove barriers to affordable housing, address the presence of lead-based paint in the community, and to provide a coordinated service delivery system to address the needs of low- and moderate-income persons.
- ▶ Appendix I serves as the City's application for Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Program funds, and sets forth the City's proposed uses for \$1,533,000 in Federal FY 2003 CDBG funds and \$909,647 in HOME Program funding.
- ▶ Appendix II provides a summary of the citizen input on the Action Plan received from the Alexandria community, and the City's responses to citizen questions and comments.
- ▶ Appendix III includes maps of the City which identify the general locations of public and assisted housing developments, emergency shelters, and special-needs housing facilities.

## ■ Action Plan Development Process

### Citizen Participation Plan

As required by HUD, the City of Alexandria developed its current Citizen Participation Plan in 1995. The purpose of the Citizen Participation Plan is to ensure that Alexandria residents, particularly low-income persons and those living in the City's targeted revitalization areas, have an understanding of their role in the development, implementation and assessment of housing and community development activities, and participate in the formulation of the Consolidated Plan, annual Action Plans, program amendments and the annual Consolidated Annual Performance and Evaluation Report (CAPER). In order to disseminate information on housing and community development activities, the Office of Housing maintains a list of interested parties, primarily consisting of organizations whose membership or clientele may be affected by the Consolidated Plan and/or CDBG- and HOME-funded activities. The list includes:

- ▶ City Boards and Commissions with an interest in housing issues or any of the special populations whose housing needs are addressed in the Consolidated Plan;
- ▶ Homeless shelter operators and service providers;
- ▶ Non-profit organizations that provide housing or housing-related services;
- ▶ Civic associations and other local organizations active in current and former CDBG target areas;
- ▶ City-wide and Potomac West area business and economic development organizations;
- ▶ Alexandria-based organizations representing or serving very low- and low-income persons throughout the City, or expressly concerned with addressing the housing and community development needs of such persons; and
- ▶ Other organizations and individuals who have requested to be included on the list.

Prior to adoption of the Consolidated Plan, annual Action Plans, CAPER or amendments to the Consolidated Plan, the City makes available to the above organizations, public agencies and other interested parties information that includes the amount of CDBG and HOME assistance anticipated or actually available to the City and a description of housing and community development activities that may be or have been undertaken with federal, state and local funds during the time period addressed by the plan, amendment or evaluation report under consideration. A summary of this information is published in three newspapers with general circulation in the City, including one Spanish-language paper. The proposed plan, amendment(s) or evaluation report is distributed to the organizations, public agencies and other parties on the interested parties list, and is made available for public review at Alexandria libraries and at the Office of Housing. In accordance with federal requirements, the City provides the required 30-day period of time for citizen comments to be received on the Consolidated Plan, Action Plans and amendments to programs funded through CDBG and HOME; the CAPER requires a 15-day public comment period.

HUD's Consolidated Plan regulations include a requirement that the City conduct at least two public hearings per year to obtain citizen input. The hearings must be held at two different stages of the program year and together must address housing and community development needs, development of proposed activities, and a review of program performance. The City addresses this requirement by holding one hearing each fall prior to submission of the CAPER to HUD, and again in the spring when the draft Consolidated or Action Plan is made available for public comment. The fall hearing is

conducted by City staff to allow citizen input on the City's prior-year performance under the CDBG and HOME programs and to receive comments on current housing, homeless and community development needs. The second of the two annual public hearings is held in the spring before the Alexandria City Council at one of its regularly-scheduled monthly public hearings. This hearing allows for public comment on the draft Consolidated or Action Plan, including the proposed activities for the upcoming grant year, prior to the Plan's finalization and submission to HUD.

In developing the City FY 2004 Action Plan, the City sponsored a public hearing on housing and community development needs on September 19, 2002. The draft One-Year Action Plan will be distributed for the HUD-required 30-day public comment period on March 12, 2003, and a second public hearing, conducted by the Alexandria City Council, will take place during the public comment period on April 12, 2002, at which time the public comment period will end. City Council will consider the Action Plan for final approval on May 13, 2002. Citizen input on the City FY 2004 Action Plan is included in Appendix II of the document.

The City provides no less than two weeks' notice to the public of the time, location and subject of these public hearings. As with other CDBG- and HOME-related notices, notices of the public hearings are published in three general-circulation newspapers in Alexandria, two of which are published in English and one that is published in Spanish. If the City anticipates that a significant number of non-English-speaking residents can be reasonably expected to attend a public hearing, translation services will be made available. Public hearings are held in City facilities that are fully accessible to persons with mobility impairments, and requests from persons with other special needs, such as sign language interpreting, are accommodated whenever possible with advance notice.

### **Coordination with Public and Private Entities**

The Office of Housing is the lead agency in the development of the City's Consolidated Plan, Action Plans and CAPER, and obtains information on programs and services from a variety of other public and private entities in Alexandria. Staff of the Office of Housing would like to express appreciation to the following entities who contributed information and input into the development of the City FY 2004 Action Plan:

- ▶ the Alexandria Commission on Aging;
- ▶ the Alexandria Commission on Persons with Disabilities;
- ▶ the Alexandria Economic Development Partnership;
- ▶ the Alexandria Health Department;
- ▶ the Alexandria Redevelopment and Housing Authority;
- ▶ the Department of Finance;
- ▶ the Department of Human Services;
- ▶ the Department of Mental Health, Mental Retardation and Substance Abuse;
- ▶ the Department of Planning and Zoning;
- ▶ the Department of Recreation, Parks and Cultural Activities;
- ▶ the Department of Transportation and Environmental Services; and
- ▶ the Homeless Services Coordinating Committee.

## Section I

# Summary of the City of Alexandria FY 2001-2005 Consolidated Plan for Housing and Community Development

The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) as a condition of receiving funding under certain federal programs. The overall goal of the Consolidated Plan, as established by HUD and set forth in related regulations, is to facilitate and strengthen partnerships among all levels of government and the private sector to enable communities to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities, especially for low- and moderate-income persons.

The City's current Consolidated Plan was approved by City Council on May 23, 2000, and covers the time period from July 1, 2000 through June 30, 2005.

### CONSOLIDATED PLAN SPECIFIC OBJECTIVES

The collaborating agencies and organizations listed in the Introduction worked with the Office of Housing to develop the five-year strategic objectives described in the City's Consolidated Plan. The City's housing, homeless, special needs, and non-housing community development objectives for City FY 2001-2005 include the following:

#### *Housing Programs and Services*

**Specific Objective 1:** Using CDBG and HOME funds, provide no-interest rehabilitation loans to 75 to 100 households City-wide between City FY 2001 and 2005.

**Specific Objective 2:** Using CDBG funds, bring about the removal of housing blight and other unsanitary conditions in Potomac East and Potomac West through the monitoring of a minimum of 18 properties annually, and the inclusion of additional blighted properties to the Blighting Influences List as needed.

**Specific Objective 3:** Using CDBG funds, investigate, counsel and conciliate an estimated 950 landlord-tenant complaints per year.

**Specific Objective 4:** Using CDBG, HOME and Housing Trust Fund monies, provide assistance to an estimated 100 low- and moderate-income first-time homebuyer households and 140 VHDA-eligible first-time homebuyer households who live and/or work in the City of Alexandria to purchase homes in the City. [Note: During City FY 2003, VHDA-eligible income limits were replaced by the City with City-established income limits.]

**Specific Objective 5:** Using CDBG funds to conduct fair housing testing, identify discriminatory rental housing and/or sales housing practices in the City of Alexandria through an estimated 100 tests per year.

### ***Homeless Services***

**Specific Objective 1:** Develop a 7-8 bed facility, or allocate 7-8 beds within an existing shelter or transitional housing facility, for difficult-to-serve chronically homeless persons who are also mentally ill, recovering from substance abuse, or dually-diagnosed.

**Specific Objective 2:** Identify additional public or private resources to add the equivalent of 1.5 mental health/substance abuse counselors to provide evening and weekend outreach to the homeless outreach and coverage at shelter facilities.

**Specific Objective 3:** Set aside six beds in existing facilities to provide long-term shelter and health services for homeless persons requiring on-going medical supervision, and develop resources to provide comprehensive health and supportive services for those persons

**Specific Objective 4:** Develop resources to provide transitional housing and comprehensive support services to an additional 131 individuals and 58 families who are homeless, formerly homeless and at risk of homelessness, over the five-year period of the Plan

**Specific Objective 5:** Establish partnerships with local public and private primary and specialty health care providers, in order to expand the availability of affordable health care services to the homeless, to include services during evening and weekend hours and at accessible locations and mobile facilities.

### ***Services for Persons with Special Needs***

- ▶ For persons with mental illness, mental retardation, and/or substance abuse problems:

*In the Spring of 2003, the Alexandria City Council is expected to consider a new Alexandria Community Services Board Five-Year Housing Plan for July 1, 2003 - June 30, 2007. Any or all of the following objectives are subject to change as a result. Any changes made will be incorporated into this Action Plan.*

**Specific Objective 1:** Continue to provide an array of residential and supportive services to persons who are mentally ill, mentally retarded, and/or in recovery from substance abuse.

**Specific Objective 2:** Develop five new group homes with a total capacity of approximately 30 beds to provide permanent residential support services for persons who are mentally ill, mentally retarded, and/or in recovery from substance abuse.

**Specific Objective 3:** Provide 30 tenant-based rental vouchers (Section 8) to enable 30 or more persons with mental illnesses and/or chemical dependency to secure affordable, permanent, supportive housing within the City.

- ▶ For elderly and frail elderly persons:

**Specific Objective 1:** Maintain or improve the physical and psychosocial functioning of an estimated 400 to 500 elderly and frail elderly Alexandrians per year, through continuing to provide an array of

supportive services, including transportation, congregate and home-delivered meals, companion aid, operation of facilities such as senior centers, adult day healthcare facilities and the Alexandria Residential Care Home.

**Specific Objective 2:** Develop or support the development of an assisted living facility for elderly and/or disabled persons who are unable to live independently in the community.

### ***Non-Housing Community Development Objectives***

**Specific Objective 1:** Provide recreational and cultural programming to residents of the Potomac East and Potomac West Neighborhood Strategy Areas through the maintenance and operation of five recreation centers, each with an average daily attendance of 250 participants.

**Specific Objective 2:** Improve the infrastructure of the target areas through expenditure of an estimated \$34.2 million for streetscaping and paving, bridge repairs, sanitary and storm sewer maintenance and upgrades, and accessibility and other improvements to sidewalks and walkways.

**Specific Objective 3:** Address the health and welfare needs of low- and moderate-income Alexandrians, both in the target areas and citywide, through provision of a variety of programs and services, including income maintenance through the TANF and General Relief programs; nutrition programs such as Food Stamps and Women, Infants and Children (WIC); adoption, foster care and child protective services; services for at-risk youth and ex-offenders; employment search and training; childcare services; child health, immunization, dental and family planning clinics; primary medical care and treatment of communicable and sexually-transmitted diseases, and other similar programs/services.

**Specific Objective 4:** Administer and coordinate public transportation services for persons with disabilities through provision of an estimated 55,000 taxi and wheelchair-accessible van trips per year.

**Specific Objective 5:** Improve Alexandria's economy and create jobs in the target areas through a variety of economic development activities, including marketing the City to technology firms and major corporations interested in expansion/relocation; providing low-interest loans and technical assistance to small and micro businesses; continuing development and revitalization of the target areas, especially the Enterprise Zone and the northern Route 1 corridor; and supporting other economic development activities designed to increase job opportunities for low- and moderate-income Alexandrians.

## Section II

### Planned Activities to be Undertaken

As part of the Consolidated Plan, HUD requires that participating jurisdictions identify and prioritize local needs and objectives for housing and community development. HUD regulations require that the City establish priority levels for housing and homeless needs based upon whether the locality (the City or entities within the City) will be funding, seeking funding, or supporting other entities in seeking funding for specific types of activities (or specific groups or persons, in the case of housing needs). The priority levels indicated herein, therefore, do not necessarily reflect the need level that may exist in the community as determined by the City's analysis of Census data, existing and projected market conditions, and public input.

The priority levels for the housing and homeless needs are based upon the following HUD definitions:

- ▶ high priority - activities to address this need will be funded by the locality during the five-year period.
- ▶ medium priority - if funds are available, activities to address this need may be funded by the locality during the five-year period. Also, the locality will take other actions to help other entities locate other sources of funds.
- ▶ low priority - the locality will not fund activities to address this need during the five-year period; however, the locality will consider certifications of consistency for other entities' applications for federal assistance.

To ensure consistency with HUD priority level definitions, a high priority level was assigned to those activities for which there exists a clear indication that funding will be allocated during the current five-year Consolidated Plan term. For activities where funding is uncertain due to fiscal constraints, competitive grant programs where allocations are unknown at this time, or other circumstances, a relative priority of medium or low is established based on the needs of the group to be served, and the likelihood of funding by the City (as opposed to other entities). It should be noted that some of the priority levels presented here reflect a change from those approved in the City's FY 2001-2005 Consolidated Plan. With respect to objectives, a primary strategy represents an activity that will be the principal tool for addressing a particular need. A secondary strategy represents an activity that will be supplementary to the primary strategy in addressing housing needs.

The income limits for the CDBG and HOME programs are the HUD-established low-income limits for the Section 8 Program, which for a family of four are set at the national median income of \$56,500. For CDBG and HOME purposes, these limits are designated as the "Moderate" income limits. Table A on the following page provides the current income limits in each HUD category; i.e., extremely low income, low income and moderate income, etc. Beneficiaries of programs and services funded through the CDBG and HOME programs must meet these income limits as updated by HUD each year.

**Table A  
HUD Income Limits**

2003 Median Income, Washington, D.C. Metropolitan Statistical Area (MSA): **\$84,800**<sup>1</sup>

2003 Income Limits  
Effective February 20, 2003

Income Category	Number of Persons							
	1	2	3	4	5	6	7	8
Extremely Low (30% of median) <sup>2</sup>	\$18,250	\$20,900	\$23,500	\$26,100	\$28,200	\$30,300	\$32,350	\$34,450
Low (Section 8 very low income limits; (50% of median) <sup>2</sup>	\$30,450	\$34,800	\$39,150	\$43,500	\$47,000	\$50,450	\$53,950	\$57,400
Moderate (HUD Section 8 low income limits) <sup>3</sup>	\$39,550	\$45,200	\$50,850	\$56,500	\$61,000	\$65,550	\$70,050	\$74,600
Middle (HUD Section 235 income limits)	\$46,950	\$53,700	\$60,400	\$67,100	\$72,450	\$77,850	\$83,200	\$88,550

<sup>1</sup>The 2003 median-income for the Washington D.C. Metropolitan Statistical Area reflects a decrease from the 2002 level of \$91,500, reflecting an adjustment based on 2000 census data.

<sup>2</sup>HUD maintained the 2003 extremely low and low-income limits at the levels established for 2002 because they would otherwise have been lower than the 2002 limits due to the decrease in the 2003 estimate of median income for the Washington Metropolitan Area.

<sup>3</sup> Moderate-income limits are capped at the national median income, which is currently \$56,500 for a family of four. HUD gave jurisdictions in the Washington Metropolitan area the option of increasing the eligibility limits for the CDBG and HOME programs to 80% of area median for a family of four. The City has chosen not to exercise this option in order to continue to target these programs to the households with the greatest need.

## Section II.A

### Housing Programs and Services

The following sections discuss the City's housing priorities, goals for individuals and households to be served, and the implementation plan guiding the activities to be undertaken during City FY 2004.

#### ■ II.A.1. Extremely Low- and Low-Income Renters

The City has assigned a medium priority for all renter households with incomes at or below 50% of median that are cost-burdened<sup>4</sup> and overcrowded. This priority indicates that the City may spend money in this area and will support applications by Alexandria Redevelopment and Housing Authority (ARHA) for rental assistance to be used for replacement of public housing units governed by Resolution 830, the City Council-ARHA agreement to maintain a minimum of 1,150 units of public and publicly assisted housing in the City. For renter households with incomes less than 50% of median that reside in housing units with physical defects, the City has assigned a low priority level. This is reflective of the City's previous extensive efforts to address the needs of renters and the City's priority of increasing homeownership opportunities to renter households.

**Activities and Resources:** The primary goal of the City's Housing and supportive services is to promote self-sufficiency and progression from assisted rental housing to eventual homeownership. Primary strategies for renter households include support facilities and services for extremely low- and low-income households, and homeownership assistance for those at the upper end of this income range. With the establishment of the Housing Opportunities Fund in the second half of City FY 2002, acquisition and rehabilitation has become a primary strategy for assisting extremely low- and low-income renter households. This represents a change from the Consolidated Plan where it was described as a secondary strategy.

Rental housing assistance for extremely low- and low-income families and elderly households is provided primarily through the Public Housing, Section 8 Moderate Rehabilitation and tenant-based voucher/certificate programs administered by ARHA. During ARHA's FY 2003 (January to December 2003), these programs will provide 799 public housing units, 111 Section 8 moderate rehabilitation units, 1,722 Section 8 vouchers (26 of which will be project-based)<sup>5</sup> and 90 affordable rental units. The 90 affordable rental units consist of 50 units at Jefferson Village and 40 units at Glebe Park, which were formerly supported with public housing monies and are now just designated as affordable rental units

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<sup>4</sup> "Cost burden" is defined as the extent to which gross housing costs, including utility expenses, exceed 30 or 50 percent of gross income, based on data published by the U.S. Census Bureau.

<sup>5</sup> Reflects the total number of vouchers allocated to ARHA. The actual number of vouchers under lease at any given time may vary. Additional tenant-based rental assistance is provided through the Housing Opportunities for Persons with AIDS (HOPWA) program. For more details on the HOPWA program, see Section II.A.9.

with below market rents that are available only to households falling within the extremely low- and low-income limits. For ARHA's FY 2003, federal Section 8 funding consists of \$13,138,934 for rental certificates/vouchers and \$795,200 for project-based subsidies for the 111 units in the Hopkins-Tancil Section 8 Moderate Rehabilitation development.

Under Resolution 830, the City and ARHA have a long-standing agreement to preserve and maintain, at a minimum, 1,150 publicly-assisted housing units. This Resolution assures that none of the 1,150 public housing units in existence when the Resolution was adopted in 1982 would be lost without one-for-one replacement. Therefore, in addition to the 799 public housing units and the 111 Section 8 moderate rehabilitation units at Hopkins-Tancil Courts, ARHA also owns and maintains another 240 units subsidized through the Section 8 New Construction, Low Income Housing Tax Credit and Tax-Exempt Bond Programs.

All newly-assisted ARHA households will have to meet federal income targeting requirements for public housing and Section 8. For public housing, 40% of the families admitted should have incomes that are at or below 30% of area median income, and the remaining 60% of public housing admissions should be families that have incomes over 30% of area median income. For Section 8, 75% of those admitted should have incomes at or below 30% of median income, and the remaining 25% should have incomes above 30, but not exceeding 50% of area median income. Priority for Section 8 and Public Housing families receiving assistance is given to households that are eligible for ARHA's Residency and Local preferences. Local preferences affect all applications dated on or after January 1, 1999. Local preferences are:

1. Residents have priority over non-residents.
2. After residency is established, local preferences are:
  - a. Families paying more than 50% of income for rent and utilities.
  - b. Families who are being displaced by governmental or owner action that is not related to non-payment of rent or lease violations.
  - c. Families who live in substandard housing (including shelters).
  - d. Families who work and have worked for the last three (3) months prior to their coming to the top of the waiting list.
  - e. Families who have a head of household or other family member who is a veteran.
3. Each resident and non-resident family application dated on or after January 1, 1999 will be assigned one point to each of the preferences for which they qualify. With date, time, and residency being the controlling factors, individuals and families are then selected by who has the highest aggregate totals first. After all residents are offered units based on these factors, the next group is the non-residents selected with some factors.

Support services for non-ARHA residents in this income group will also continue. These services are

described in detail in coming sections.

Housing and supportive services provided by ARHA to extremely-low and low-income renter households are supplemented by the availability of an additional 2,176 privately-owned affordable rental units, which benefit from federal rent or mortgage subsidies, tax-exempt bond financing, low-income housing tax credits or local subsidies and serve households in the low- and moderate-income groups. Further, the City will promote the development and preservation of affordable rental (and sales) housing in Alexandria through its Housing Opportunities Fund, an initiative that has been partially funded with HOME monies under the project name "Housing Development Assistance." It is expected that in addition to the 2,176 units mentioned above, at least 16 other rental units affordable to households with incomes not exceeding 50% of area median income will be available at Lynhaven Apartments, a complex purchased by Wesley Lynhaven Housing Corporation (an entity created by the non-profit Wesley Housing Corporation of Northern Virginia) with \$325,000 in Housing Opportunities Fund monies. For more information on the Housing Opportunities Fund and on the City Special Project, which may benefit extremely low- and low-income renters, refer to Section III.B under "Housing Opportunities Fund and City Special Project."

For persons with disabilities living in extremely-low and low-income renter households, the City offers assistance with accessibility modifications through the Rental Accessibility Modification Program (RAMP). RAMP is described in more detail in Section II.A.7, "Persons with Physical Disabilities."

**Leveraging:** ARHA leverages private funds for low-income housing by offering tax-exempt bond financing to private and non-profit developers and by serving as the general partner in projects utilizing federal Low Income Housing Tax Credits. In return for lower cost financing or tax credits, developers using either of these programs must set aside a minimum number of units for low-income households. ARHA receives fees from the issuance of tax-exempt bonds and continues to receive payments from the sale of federal Low Income Housing Tax Credits for Quaker Hill. In-kind goods and services from City agencies, private organizations and businesses, and individuals are solicited for many of the self-sufficiency initiatives. It is anticipated that projects supported with HOME monies through the Housing Opportunities Fund will benefit from leveraged funding from state, local and private sources.

**Matching Requirements:** Any HOME funds expended through the Housing Opportunities Fund will be matched with local monies. There are no matching requirements for the other funds described in this section.

**Number and Type of Persons to be Served:** During City FY 2004, ARHA will continue to provide its current complement of 799 public housing units, 90 affordable rental units, 111 moderate rehabilitation units, 1,722 Section 8 certificates and vouchers, and up to 15 HOPWA certificates. The average annual turnover rate in public housing units is 4%. For the Section 8 Program and the moderate rehabilitation units at Hopkins-Tancil Courts, the average turnover rate is between 3% and 5%. It is unknown how many households might be assisted through the Housing Opportunities Fund in City FY 2004. For information on RAMP, see Section II.A.7.

**Support for Applications by Other Entities:** Applications for federal housing assistance to acquire, rehabilitate, or subsidize rental housing for extremely-low and low-income renters will be certified as consistent with the City's Consolidated Plan if they apply to the preservation, maintenance, or

replacement of currently assisted housing units. Proposals for new assisted rental housing will be subject to City Council approval on a case-by-case basis. In considering such proposals for assisted rental housing, the City Council will consider the following factors: (a) the extent to which the proposed project will be used to assist with the maintenance or replacement of Resolution 830 units in the City; (b) the extent to which the proposed project will be used to assist with the replacement of non-Resolution 830 units with project-based assistance, or with the replacement of non-Resolution 830 units that are available to persons with tenant-based assistance; (c) the characteristics of the surrounding neighborhood, the extent of the proposed project's impact on the neighborhood, and the project's consistency with City land-use policies; (d) the extent to which support services will be provided by the sponsor of the proposed project; (e) the extent to which the proposed project provides for a mix of incomes; and, (f) in the case of a rehabilitation project, the extent to which the proposed rehabilitation will provide significant improvements to the property in question and serve as a stabilizing influence on the surrounding neighborhood. In giving such consideration, Council will give highest consideration to proposed projects that will be used to maintain or replace Resolution 830 units.

**Geographic Distribution of Activities:** Households with Section 8 tenant-based assistance live in housing units scattered throughout the City of Alexandria. The locations of public housing and public housing replacement units are provided in Figure 1 in Appendix III. Assistance provided through the Housing Opportunities Fund is offered City-wide. For more information on RAMP, please refer to Section II.A.7.

**Service Delivery and Management:** The Alexandria Redevelopment and Housing Authority (ARHA) will administer rental assistance activities described in this section. The Housing Opportunities Fund will be administered by the City Office of Housing's Program Implementation Division. For information on RAMP, see Section II.A.7.

## ■ II.A.2. Moderate-Income Renters

As of City FY 2003, moderate-income renters who are cost burdened, those experiencing overcrowding, and those that reside in housing units with physical defects have been assigned a medium priority level by the City. This represents a change from the Five-Year Plan (where these groups were assigned a low priority level) and is based on actions planned and/or implemented in response to the work of the City Manager's Affordable Housing Task Force.

**Activities and Resources:** As stated above, the provision of homeownership assistance is a primary strategy for assisting moderate-income renter households. Related activities intended to expand affordable homeownership opportunities within the City for both low- and moderate-income households are described in more detail in Section II.A.4, "Low- and Moderate-Income Homebuyers." Rental assistance and support services are secondary strategies for renter households in the moderate-income range. Such services, which are primarily administered by ARHA, were described in the previous section covering extremely low- and low-income renters. Some ARHA-assisted rental units are occupied by moderate-income households (i.e., those having incomes between 50% of median and the HUD Section 8 Low-Income limit, up to \$56,500 for a family of four). Privately-owned assisted housing units are also available to moderate-income households. Additionally, in accordance with the

City's Affordable Housing Policy, the City may negotiate with new housing developers to provide rental units affordable to households in the moderate-income range and, as mentioned above, the City has established its Housing Opportunities Fund to support the production of rental (as well as sales) units affordable to low- and moderate-income households. Further, persons with disabilities living in moderate-income renter households may receive assistance to perform accessibility modifications to their units through RAMP (see Section II.A.7 for more details). The City Special Project described in Section III.B may also benefit moderate-income renters (see Section III.B).

**Leveraging:** See the previous section on extremely low and low-income renters for information on leveraging of ARHA funding and of funding available through the Housing Opportunities Fund.

**Matching Requirements:** None

**Number of Persons to be Served:** ARHA is unable to estimate the number of non-elderly, moderate-income households that will be assisted through ARHA rental programs during City FY 2004. It is unknown how many households might be assisted through the Housing Opportunities Fund. For information on RAMP, see Section II.A.7.

**Support for Applications by Other Entities:** Applications for federal housing assistance to acquire, rehabilitate, or subsidize rental housing for this group will be certified as consistent with the City's Consolidated Plan if they apply to the preservation, maintenance, or replacement of currently assisted housing units. New proposals for assisted rental housing will be subject to City Council approval on a case-by-case basis. In considering such proposals for assisted rental housing, the City Council will consider the following factors: (a) the extent to which the proposed project will be used to assist with the maintenance or replacement of Resolution 830 units in the City; (b) the extent to which the proposed project will be used to assist with the replacement of non-Resolution 830 units with project-based assistance, or with the replacement of non-Resolution 830 units that are available to persons with tenant-based assistance; (c) the characteristics of the surrounding neighborhood, the extent of the proposed project's impact on the neighborhood, and the project's consistency with City land-use policies; (d) the extent to which support services will be provided by the sponsor of the proposed project; (e) the extent to which the proposed project provides for a mix of incomes; and, (f) in the case of a rehabilitation project, the extent to which the proposed rehabilitation will provide significant improvements to the property in question and serve as a stabilizing influence on the surrounding neighborhood. In giving such consideration, Council will give highest consideration to proposed projects that will be used to maintain or replace Resolution 830 units.

**Geographic Distribution of Activities:** The locations of the ARHA units discussed in this section are the same as reflected for low-income renters in the previous section. See Figure 1 in Appendix III for locations of public housing units within the City. The Housing Opportunities Fund will provide assistance City-wide. For more information on RAMP, see Section II.A.7.

**Service Delivery and Management:** The rental assistance described in this section will be administered by ARHA. The Office of Housing will manage the City's Housing Opportunities Fund. For more information on RAMP, see Section II.A.7.

### ■ II.A.3. Existing Low- and Moderate-Income Homeowners

Low- and moderate-income homeowners living in units with physical defects have been assigned a high priority level by the City. This represents a change from the Consolidated Plan where moderate-income households were assigned a medium priority level.

**Activities and Resources:** Rehabilitation is the primary strategy for assisting low- and moderate-income homeowners. Rehabilitation funded with CDBG and HOME funds through the City's Home Rehabilitation Loan Program is the primary activity and resource for low- and moderate-income existing homeowners. The Home Rehabilitation Loan Program provides no-interest deferred payment loans to low- and moderate-income homeowners for moderate and substantial home rehabilitation activities. In City FY 2004, the City has budgeted a total of \$1,195,841 in federal funds for this program, including \$809,315 in new CDBG funds; an estimated \$49,570 in CDBG carry-over funds; \$21,157 in CDBG program income from loan repayments; and \$252,638 in new HOME Program monies, which will be matched with \$63,161 in City General Fund revenues.

Subject to available resources, the City will continue to provide support services to low- and moderate-income homeowners that focus on intervention to prevent such households from losing their homes due to economic crisis. In addition, housing counseling services that offer budget counseling, financial management and mortgage default and delinquency advice are available to Alexandrians through the Department of Human Services' Homeless Intervention Program. For elderly or disabled homeowners, the City provides further economic relief through the Real Property Tax Relief Program, a program which is described in more detail in Section II.A.6, "The Elderly and Frail Elderly."

City agencies will also continue to encourage low-income residents to apply for energy conservation grants from VMH, Inc. and rehabilitation assistance through Alexandria Christmas in April programs. For more details on the latter programs, see Section II.A.6.

**Leveraging:** None

**Matching Requirements:** The \$252,638 in new HOME funds allocated to the Home Rehabilitation Loan Program will be matched with \$63,161 in City General Fund monies.

**Number of Persons to be Served:** The City expects to assist 15 low- and moderate-income households through the Home Rehabilitation Loan Program during City FY 2004.

**Support for Applications by Other Entities:** The City generally intends to support applications by other entities for assistance to existing low- and moderate-income homeowners. Such applications would be certified as consistent with the Consolidated Plan.

**Geographic Distribution of Activities:** These activities will be available to income-eligible residents City-wide.

**Service Delivery and Management:** The Home Rehabilitation Loan Program will be administered by the City's Office of Housing.

#### ■ II.A.4. Low- and Moderate-Income Homebuyers

**Activities and Resources:** The provision of affordable homeownership opportunities for low- and moderate-income City residents and employees working within the City has been identified as the City's highest housing priority. Homeownership assistance, which is the main strategy for providing such opportunities to eligible households in these income groups, is primarily offered by the City through the Homeownership Assistance Program (HAP) and the Moderate Income Homeownership Program (MIHP). HAP serves households with incomes up to HUD's Section 8 low-income limits (\$56,500 for a family of four as of February 20, 2003) and provides a deferred-payment second trust loan of up to \$35,000 for downpayment and closing cost assistance.<sup>6</sup> MIHP serves households with incomes between the Section 8 low-income limits and a City-established maximum income limit (currently \$79,500 for a households of three or more persons) and provides a deferred-payment second trust loan of up to \$20,000 for downpayment and closing cost assistance.

In City FY 2004, the City has budgeted a total of \$984,292 in federal funds for HAP, including \$109,292 in new CDBG funds, \$112,610 in new HOME Program monies, \$741,546 in HOME carryover funds (including \$154,156 in local match, of which \$7,308 will match new HOME funds), and \$20,844 in new local HOME matching monies. Staff anticipate assisting 25 families through HAP during this time period. Additionally, whenever it is economically feasible, vacant and boarded properties acquired through the Blighting Influences Program (see Section II.B.4 for more information on this program) will be made available for low-income homebuyers through HAP.

For MIHP, the City expects to use up to \$570,000 in City Housing Trust Fund monies. MIHP-eligible law enforcement officers are eligible for the HAP assistance limit of \$35,000. During the program year, staff expects to assist 27 households, including two law enforcement officers, to purchase homes through the MIHP program.

Two homeownership assistance activities initiated in City FY 2002 will also be continued in City FY 2004. These are Employer-Assisted Housing (EAH), through which the City engages local employers in providing a homeownership benefit to their employees, and Sponsoring Partnerships and Revitalizing Communities (SPARC), a program in which some \$4.2 million in funds from the Virginia Housing Development Authority (VHDA) will be utilized to provide first-trust homeownership financing for a minimum of 28 income-eligible households in the following target groups: participants in the City's HAP program, and MIHP participants who are government (local, state and federal) and school (public and private) employees working in the City and employees working in the City who are participating in an EAH initiative.

SPARC provides a source of low-interest first-trust mortgage financing that allows local jurisdictions to address locally-identified critical housing issues by offering the financing to target populations. SPARC funds will provide first-trust mortgage financing to the populations identified above at an interest rate that is 0.5% to 1.0% below the rate for the VHDA first-time home buyer program. While the actual interest rates are subject to fluctuation, as of March 11, 2002, the VHDA first-time home buyer rate was reported on the VHDA website as 4.875%, which translates into a SPARC rate of 3.875%.

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<sup>6</sup>CDBG and HOME-funded HAP assistance is subject to recapture either 99 years from the date of purchase or at the time that the assisted unit is sold.

EAH was developed in partnership with the Alexandria Chamber of Commerce, the Alexandria Economic Development Partnership (AEDP), and the Fannie Mae Northern Virginia Partnership Office. Through this initiative, individual employers determine the type of homeownership benefit to be provided to their employees. The City will support EAH programs by offering downpayment and closing cost assistance through its HAP and MIHP programs and by providing HAP- or MIHP-eligible EAH participants with homeownership counseling in conjunction with these programs. For employees who are ineligible for HAP or MIHP for reasons other than income (e.g., have not lived or worked in the City for at least six months), the City will provide zero-interest deferred loans of up to \$5,000 for downpayment and closing costs that match on a 2:1 basis the contributions of participating employers who provide financial assistance to their employees. The City will also assist participating employers who offer financial benefits by providing targeted homeownership counseling services to EAH participants at their work site or another convenient location. While employers may offer EAH benefits to any staff they choose, City monies used in conjunction with such employer-provided benefits will be limited to those employees who meet established income limits, geographic targeting, or other eligibility requirements. In City FY 2004, the City will continue to cooperate with the pilot employers who have expressed interest in establishing EAH programs, and to expand the number of participating employers.

In addition to the above efforts, the City will promote homeownership opportunities in Alexandria for low- and moderate-income households during City FY 2004 by continuing to provide homeownership counseling services funded with Housing Trust Fund monies, by conducting outreach with real estate agents, other City Departments, at community events and through mass mailings, and by continuing the City's annual Homeownership Fair. To expand homeownership counseling services, and therefore homeownership opportunity, to language minority populations, the City is currently working with neighboring jurisdictions to provide jointly sponsored regional homeownership training sessions in a variety of languages other than English and Spanish.

During City FY 2004, the City will continue to support the development and preservation of affordable sales housing within City limits. When appropriate, the City will work with developers as allowed under the Affordable Housing Policy to encourage the set-aside of affordable ownership units in new residential developments, which will be made available to low- and moderate-income homebuyers through the City's Set-Aside Sales Unit Program. Six such units at The Preston Condominium are expected to be completed during the program year. The development of affordable sales housing will also be supported through the City's Housing Opportunities Fund, which has been partially funded with HOME monies under the project name "Housing Development Assistance." For more information on the Housing Opportunities Fund, as well as on the City Special Project, which may benefit low- and moderate-income homebuyers, refer to Section III.B under "Housing Opportunities Fund and City Special Project."

To further supplement its array of services for low- and moderate-income homebuyers, the City of Alexandria participates in the Northern Virginia Single Family Regional Loan Fund. The program is a component of the Regional Loan Fund Initiative, established with the joint resources of VHDA and the Virginia Department of Housing and Community Development. The Fund provides below-market-rate financing to lower-income, first-time homebuyers. Because the funds are allocated on a regional basis rather than to individual jurisdictions such as Alexandria, the Northern Virginia Regional Commission acts as the administrator for the Northern Virginia component of this program. The City of Alexandria

functions as a local partner, with responsibility for identifying potential loan recipients, providing housing counseling services, and ensuring that potential recipients' loan applications are processed through to closing.

In addition, pursuant to changes made in 2000 to the Section 8 program which enable qualified Section 8 households to utilize Section 8 funds for homeownership, ARHA anticipates implementing a homeownership component to Alexandria's Section 8 program. To supplement Section 8 homeownership assistance, ARHA will utilize \$2.9 million in SPARC money, which was awarded to the agency by VHDA in January 2003, to provide affordable mortgages to Section 8 homebuyers. It is unknown at this time how many Section 8 households will benefit from this assistance in the first year of the program.

**Leveraging:** The City's HAP program utilizes HOME and CDBG funds for down payment and closing cost assistance. As in prior years, down payment and closing cost assistance funds expended during City FY 2004 are expected to leverage VHDA and other first trust mortgage monies from private lenders.

**Matching Requirements:** City FY 2004 HOME funds of \$112,610 used for HAP activities will require a match of \$20,844, which the City will meet with City General Fund monies of \$12,955 and other local matching monies of \$15,198. City FY 2004 HOME funds of \$240,000 used for Housing Opportunities Fund activities will be matched with \$60,000 in City General Fund monies.

**Number of Persons to be Served:** During the City FY 2004 program year, the City expects to assist 25 first-time homebuyers through HAP, 27 first-time homebuyers through MIHP, and one homebuyer through the Northern Virginia Single Family Regional Loan Fund. Fifteen HAP and 13 MIHP recipients are also expected to benefit from the VHDA SPARC program during this period. An unknown number of Section 8 households will be assisted through the Section 8 homeownership program.

**Support for Applications by Other Entities:** The City generally intends to support applications by other entities for homeownership purposes.

**Geographic Distribution of Activities:** Activities supported through HAP, MIHP, EAH, SPARC, the Set-Aside Sales Unit Program, the Housing Opportunities Fund and the Section 8 homeownership program are available throughout the City.

**Service Delivery and Management:** The HAP, MIHP, EAH, Set-Aside Sales Unit Program and Housing Opportunities Fund activities described above, as well as the SPARC funds received by the City will be administered by the City's Office of Housing, in coordination with VHDA as needed. The Section 8 homeownership program and the ARHA SPARC allocation will be administered by ARHA.

#### ■ II.A.5. The Homeless and Persons Threatened with Homelessness

For homeless individuals and families, the City has placed a high priority on prevention and intervention services, outreach and assessment, and transitional and permanent supportive housing for families and persons with special needs. Medium priorities were assigned to emergency shelter for the

homeless (a change from the City FY 2001-2005 Consolidated Plan), permanent supportive housing for families, and permanent housing for homeless families. Transitional housing for individuals without special needs and permanent housing for individuals have been ranked as high priorities in the City's Consolidated Plan. It should be noted that the City's priorities and those described by the Homeless Services Coordinating Committee (HSCC) in the Continuum of Care may differ. In preparation for the development of each year's Continuum of Care, the HSCC conducts a one-day "point-in-time" count of the homeless in a variety of settings in Alexandria, including emergency shelters, transitional housing programs and special-needs housing facilities. The point-in-time count also includes those who are found living unsheltered in parks, under bridges, and other similar areas in which homeless persons congregate. Due to factors such as the general downturn in the national economy and the impact to the local economy of the September 11 terrorist attack at the Pentagon, the HSCC's analysis of the 2002 point-in-time count identified a greater need for emergency shelter and transitional housing than had been identified in previous years. As a result, the HSCC ranked emergency shelter, transitional housing and permanent supportive housing for both individuals and families as high priorities for the Continuum of Care currently in effect. With regard to emergency shelter, it is the City's intention that additional transitional housing services initiated in City FY 2002 and supported with Housing Trust Fund monies will be successful in freeing up emergency shelter beds. Due to the fact that the HSCC had not yet finalized its review of results from the 2003 point-in-time count (which was conducted on January 22, 2003 in conjunction with the Metropolitan Council of Governments regional enumeration), the latter information reflects the results of the 2002 point-in-time count. Should updated information become available prior to the submission of this document to HUD, this section will be revised accordingly.

As the coordinating body for the Continuum of Care, the HSCC is, as required by HUD, endeavoring to implement a Homeless Management Information System (HMIS) by October 1, 2004. An HMIS is a computerized data collection tool specifically designed to capture client-level, system-wide information over time on the characteristics and service needs of men, women and children experiencing homelessness. The HSCC will attempt to implement an HMIS that provides added value to the local homeless service delivery system, while ensuring that data is secure and privacy is protected.

Because the various types of activities and programs that assist the homeless and persons threatened with homelessness are closely linked and delivered through comprehensive case management, the information on leveraging, matching funds, number of persons to be served, support for activities by other entities and geographic distribution of activities has been grouped together for all activities benefitting the homeless.

It should be noted that the City's homeless shelters, transitional housing and group homes are not currently able to serve effectively the extensive health needs of Alexandrians who have chronic medical conditions. Some individuals, such as those living with HIV/AIDS, for example, require daily medical supervision to ensure continued good health; the staffing required for such daily medical monitoring is beyond the current capabilities of Alexandria's homeless service providers.

## **Prevention and Intervention**

For City FY 2004, the Department of Human Services' (DHS) Office of Community Services (OCS) will continue the Homeless Intervention Program (HIP), using \$50,000 in funding from the Temporary Assistance to Needy Families (TANF) program and \$209,680 from the State Homeless Assistance Resource program; state funds will be supplemented by \$100,000 in City General Fund revenue. Families and single residents of the City facing immediate eviction or foreclosure due to circumstances beyond their control may be eligible for up to three months of financial assistance with rental arrearages and six months of financial assistance for current and future rent, not to exceed a total of nine months' assistance. HIP also assists with relocation costs incurred in the transition from a shelter to permanent or supportive housing.

OCS will continue to administer state and local resources of the General Relief program and the Emergency Shelter Fund, which provide short-term rental assistance to relieve an impending housing crisis and thereby prevent homelessness. In City FY 2004, these services will be allocated State funds of \$44,000 and local General Fund revenues of \$282,000.

The Arlington-Alexandria Coalition For The Homeless (AACH) projects receiving up to \$5,000 from the Federal Emergency Management Agency (FEMA) and the United Way to provide homeless prevention services to former Adopt-A-Family clients to prevent homeless recidivism. In addition, OCS staff projects that \$20,000 will be solicited in City FY 2004 from local charities providing private and donated funds on a case-by-case basis for eviction prevention and other housing needs.

## **Outreach, Assessment, Case Management, Counseling and Other Support Services**

Outreach, assessment, case management and counseling will also continue as part of the service delivery of the City's emergency shelters. These services are provided by the Department of Mental Health, Mental Retardation and Substance Abuse (MH/MR/SA), DHS, the Alexandria Health Department and the Office of Housing, in conjunction with shelter staff.

The Eviction Assistance and Furniture Storage Program, administered by the Department of Human Services, will be funded with \$70,000 in new CDBG monies and will assist approximately 80 low-income households.

## **Emergency Shelter**

OCS will manage and administer the City's contracted operation of the 65-bed Alexandria Community Shelter (ACS), and will provide case management support for the privately-operated 80-bed Carpenter's Shelter. Both facilities provide temporary emergency shelter, case management and a wide range of comprehensive services promoting self-support for families, single men and single women. The City solicited bids for operation of ACS in City FY 2002 and is currently negotiating contract renewal with The Salvation Army for a period of no longer than five years with annual renewal agreements.

For City FY 2004, City General Fund monies of \$535,700 have been allocated in the proposed budget to support the operating costs of the Alexandria Community Shelter (ACS). Local revenues for ACS will be supplemented by both federal and state grants administered by the Virginia Department of Housing

and Community Development. The funding includes \$35,204 in federal funds from the Emergency Shelter Grant program to improve facilities and support operating costs; and \$52,00 in combined TANF and state funds under the Shelter Support Grant Program for support and operating costs, repairs and improvements to the facility and the purchase of essential services for shelter residents. For City FY 2004, Carpenter's Shelter anticipates approximately \$61,380 in Emergency Shelter Grant funds and \$82,400 in combined TANF and state funds under the Shelter Support Grant. Carpenter's Shelter anticipates continuation of a \$37,500 grant from the Virginia Department of Housing and Community Development under the State Homeless Assistance Resources Child Care for the Homeless Program, and also expects to receive \$25,000 in local General Fund monies and \$20,000 in CDBG funds in City FY 2004 to support the Winter Shelter Hypothermia Program. The remainder of the Carpenter's Shelter projected City FY 2004 budget of \$1,351,976 consists of funds from the National Capital Area United Way Campaign and the Combined Federal Giving Campaign, USDA reimbursements, funds from FEMA, foundation grants, fund-raising activities, private donations and in-kind contributions. For several years now, Carpenter's Shelter has also received City General Funds from the Community Partnership Fund for Human Services, which are awarded to local non-profit organizations serving the Alexandria community through a competitive application process coordinated by the City's Office of Management and Budget. Carpenter's Shelter was awarded \$64,000 in City FY 2003 and has applied to the City for Community Partnership monies for City FY 2004, but as of this writing, City FY 2004 funds have not yet been awarded.

Emergency shelter will also be provided by Christ House, a privately-funded 18-bed program for homeless single men and by ALIVE! House, a 14-bed emergency shelter for single women and families with children. In City FY 2004, Christ House will be supported with an estimated \$9,300 in Emergency Shelter Grant funds and \$14,400 in State Shelter Support Grant funds, as well as more than \$300,000 in private contributions. ALIVE! will utilize \$48,000 in State and City revenue received through DHS, approximately \$12,000 in private donations, supplemented by an estimated \$7,000 in federal Emergency Shelter Grant monies and \$7,500 in state Shelter Support Grant funds for their operations in City FY 2004.

The City continues to support the housing and service needs of special needs populations through the competitive Community Partnership Fund for Human Services. Since City FY1999, these funds have been awarded annually to support non-profit organizations meeting the shelter, counseling and service needs of homeless families, youth, and persons with HIV/AIDS in a half-way house setting. In addition, the City will continue to serve the emergency shelter needs of victims of domestic violence through operation of the Alexandria Women's Shelter. The Women's Shelter, which is managed by the Office on Women's Domestic Violence Program, projects the following budget for City FY 2004: \$167,286 from the Virginia Department of Social Services, \$250,000 in City General Funds, \$9,500 in donations, \$7,582 in federal Emergency Shelter Grant funds and \$11,200 in State Shelter Support Grant monies.

### **Transitional Housing**

Transitional housing is a critical element of the continuum of care. OCS anticipates on-going cooperation with Arlington-Alexandria Coalition for the Homeless, Community Lodgings, Inc., the Salvation Army, Northern Virginia Family Service (NVFS) and Carpenter's Shelter, the five organizations currently providing transitional housing services in the City. These providers accept the

formerly homeless families and single adults, many who are leaving emergency shelters, and provide case management and other supportive services to enable homeless households to regain self-sufficiency. Continuity is maintained since the provider continues and frequently expands on the case management plan developed in the emergency shelters.

For City FY 2004, Community Lodgings, Inc. estimates that it will utilize \$22,584 in federal Emergency Shelter Grant, \$35,860 in state Shelter Support Grant funds and \$53,500 in private contributions to provide transitional housing to approximately 14 households. The Salvation Army anticipates receiving and utilizing \$9,239 in federal Emergency Shelter Grant monies, \$14,670 in state Shelter Support Grant funds and an undetermined amount of other private monies to provide transitional housing to approximately seven households in City FY 2004. The Arlington-Alexandria Coalition for the Homeless (AACH) operates the Adopt-A-Family Program, which provides client-based transitional housing services for periods of 12 to 24 months in both Alexandria and Arlington County. AACH anticipates expenditures in City FY 2004 of \$139,440 in federal Supportive Housing program funds and \$19,673 from the United Way on behalf of approximately 16 transitional households in Alexandria. AACH has submitted a proposal to the Alexandria Community Partnership Fund for \$44,000.

Transitional housing services available in Alexandria during City FY 2004 will reflect an expansion of such services that occurred during City FY 2003 due to the implementation of a transitional housing program supported with City Housing Trust Fund monies and to arrangements made by Carpenter's Shelter at Lynhaven Apartments. Carpenter's Shelter contributed funds to assist Wesley Lynhaven Housing Corporation with the purchase of Lynhaven Apartments, a 28 unit apartment building in the North end of the City. With this contribution, Carpenter's Shelter secured four units at the complex that as of January 2003 will be used to provide transitional housing and services for four households moving out of City homeless shelters. As the purchase of Lynhaven Apartments was also supported with Housing Opportunities Fund monies in order to preserve affordable rental units for households at or below 50% of area median income, it is also mentioned in Section II.A.1.

The Housing Trust Fund-supported transitional housing program was implemented in response to a request made by City Council during the City FY 2001-2005 consolidated planning process that the City's Consolidated Plan reflect Council's interest in expanding the City's stock of transitional housing. In November 2001, the City entered into an agreement awarding Northern Virginia Family Service (NVFS) \$500,000 in Housing Trust Fund monies to administer a pilot two-year transitional housing program (including case management services) for an additional 20 homeless households in the City. The program became operational in January 2002 and is expected to continue during City FY 2004. In January 2003, by which time 13 formerly homeless households had been placed in market-rate rental units subsidized by the City, City staff and NVFS undertook a preliminary review of the program budget and determined that, due to higher than expected program costs (particularly market rents), no new clients should be accepted into the program until a more thorough review of the budget can be completed. It is expected that during City FY 2004, this program will serve at least 13 households.

To supplement the transitional housing services described above, the Office of Community Services will continue its Transitional Assistance Program (TAP) which assists homeless individuals and families residing in a shelter and/or overcrowded situations to receive budget counseling, housing counseling and financial assistance to move into affordable housing. TAP will be funded in City FY 2004 with

\$82,000 in new CDBG funds to assist an estimated 110 households.

### **Permanent Supportive Housing**

Permanent supportive housing programs are available to homeless persons with special needs. Please refer to the discussion of supportive housing facilities and services targeted to individuals with mental/developmental disabilities and substance dependence problems that follows in Section II.A.8., "Persons with Mental/Developmental Disabilities and/or Substance Dependence."

### **Permanent Housing**

Homeless persons and transitional housing residents may seek permanent housing under programs serving extremely low- and low-income households. Please refer to the discussion of rental housing in Section II.A.1, "Extremely Low and Low Income Renters," and Section II.A.2., "Moderate Income Renters."

**Leveraging:** Federal Emergency Shelter Grant funds will be used in conjunction with over \$535,000 in City General Fund revenues and State Shelter Support Grant monies to support the operating costs of the Alexandria Community Shelter. The Homeless Services Coordinating Committee, in which City staff are active participants, encourages private shelter operators to maintain services in the jurisdiction. In City FY 2004, private shelters in Alexandria will receive approximately \$185,000 from the federal Emergency Shelter Grant and State Shelter Support Grant programs, which will leverage an estimated \$650,000 in local and private funds. Transitional housing providers will use an estimated \$102,400 in federal and state shelter grant funds to leverage over \$137,000 in private funding.

OCS also solicits funds from private sources to assist in its various homeless services and prevention programs.

**Matching Requirements:** The federal Emergency Shelter Grant requires a 100% match. The City FY 2004 grant to the City will be matched with General Fund revenues. Private shelters will match their funds with foundation and private monies.

**Number of Persons to be Served:** During City FY 2004, the Department of Human Services' homelessness prevention programs (HIP, Emergency General Relief and Emergency Shelter Fund) will assist an estimated 475 households comprised of over 1,200 individuals. An estimated 800 individuals and 110 families will be served by Alexandria emergency shelters (including the winter shelter program). In addition, the Alexandria Women's Shelter expects to provide housing for 100 women and 100 children during the program period. It is estimated that 54 households will receive assistance through the transitional housing programs of CLI (14), the Salvation Army (7), AACH (16), Northern Virginia Family Services (13) and Carpenter's Shelter (4). TAP will assist an estimated 110 households. The Eviction Assistance and Furniture Storage Program is expected to serve 80 households.

**Support for Applications by Other Entities:** With City Council approval, the City would support applications for additional transitional housing services for families and singles, and support existing homeless shelters and service providers in applications for funding to maintain operations and existing levels of service.

**Geographic Distribution of Activities:** All of these activities are provided Citywide. Figure 2 in Appendix III indicates the general locations of emergency shelters and transitional housing for the homeless, as well as group homes and supervised apartments for persons with special needs.

**Service Delivery and Management:** The services comprising the Continuum of Care are coordinated by a broad range of City staff and private service providers in the City that comprise the Homeless Services Coordinating Committee. Carpenter's Shelter, Christ House, and ALIVE! provide emergency shelter. Community Lodgings, Inc., The Salvation Army, Arlington/Alexandria Coalition for the Homeless, Carpenter's Shelter and Northern Virginia Family Service operate transitional housing programs.

### II.A.6. The Elderly and Frail Elderly

The City has established a high priority for extremely low- and low-income elderly renters who are experiencing a cost burden. Low priorities were assigned to elderly renters with moderate incomes experiencing a housing cost burden and to extremely low- and low-income elderly renters living in units with physical defects.

In addition to the priority populations identified above, ARHA and staff of the City's Office of Aging and Adult Services (OAAS) in the Department of Human Services have recognized a growing need for assisted living services among low-income elderly residents of the Ladrey and Annie B. Rose senior highrises, and throughout the City. An assisted living setting not only provides permanent housing, but also offers supportive services to elderly and/or disabled individuals who can no longer care for their homes or who need assistance with activities of daily living such as bathing, dressing, cooking, cleaning and grocery-shopping. At the April 2000 public hearing on the City's current FY 2001-2005 Consolidated Plan, City Council requested that staff look into the possibility of the City developing, or supporting the development of, an assisted living facility for low- and moderate-income seniors. Currently, the cost of assisted living in the City can exceed \$4,000 per month, an amount which is well beyond the incomes of seniors in this category, and few assisted living beds exist in the Northern Virginia region that are affordable to this population.

During late City FY 2000, representatives of a number of elder-serving entities within the City, including ARHA, OAAS, the departments of Health and of Mental Health, Mental Retardation and Substance Abuse, the Office of Housing, Inova Alexandria Hospital and the Commission on Aging began meeting in an ad hoc group to discuss the issue. This ad hoc group grew into the Affordable Assisted Living Study Group, which expanded its membership to include residents of the senior highrises. The group evaluated assisted living programs in other areas to determine what might work in Alexandria, and completed a City-wide survey of current very low and low-income clients to determine the potential need for assisted living in the City.

In the spring of 2003, the Assisted Living Study Group released a report that recommended enhancing in-home services for the elderly in the City and recommended that a new work group be formed to propose enhancements to assisted living for low income City residents. The work group will include the City's Alexandria Residential Care Home (ARCH) in its study and is expected to release a report of

its findings in Spring 2003.

**Activities and Resources:** The primary strategies to address the needs of extremely-low and low-income elderly renters who are experiencing a cost burden are rental assistance and supportive facilities. Home rehabilitation to remove physical defects and to provide accessibility improvements will continue as a primary strategy to enable elderly homeowners to remain in their homes.

The Alexandria Residential Care Home (ARCH), a licensed assisted living home for ten adults, provides 24-hour services for up to ten ambulatory low-income elderly residents over the age of 60 who are recipients of Medicaid by providing assistance with physical, mental and/or emotional care needs in a sheltered environment. Services include housekeeping, meals, administration of medication, temporary personal care, recreational and social activities and social services. Funding for the ARCH in City FY 2004 is proposed at \$185,352 in City funds and \$130,000 in client fees, for a total proposed budget of \$315,352. As previously indicated, the City will work to enhance assisted living opportunities for low-income seniors, and the ARCH will be a part of that study.

OAAS staff will continue to work with the management, staff (particularly ARHA's Senior Service Coordinator) and residents of the publicly-assisted housing units in the City that provide permanent affordable rental housing for low-income elderly households (for details, see Section III.H). Residents of the Ladrey Highrise and Annie B. Rose House will continue to receive case management services through a team representing the City agencies of the Alexandria Health Department, the Department of Mental Health, Mental Retardation and Substance Abuse and the Department of Human Services, as well as private home health agencies and rehabilitation services. Supportive services such as transportation and home delivered meals will also continue.

As stated previously in this document, the City also provides home rehabilitation services to low- and moderate-income homeowners through the Home Rehabilitation Loan Program (see Section II.A.3). Many elderly residents of the City take advantage of this program to make accessibility modifications to their homes, which improve their ability to age in place. Approximately 65% to 70% of the low-income households assisted through this program each year are elderly.

In addition, the private, non-profit organization, Alexandria Christmas in April Rebuilding Together (ACIART; formerly Alexandria Christmas In April) will provide home improvements and emergency repairs to low-income elderly and/or disabled City homeowners. ACIART's main activity is its annual National Rebuilding Day when volunteers repair and renovate housing units, utilizing donated and purchased supplies. ACIART is expected to serve as many as 80 elderly and/or disabled Alexandrians in City FY 2004 and will receive \$2,612 in City General Fund monies through OAAS, which will be supplemented with over \$145,000 in private in-kind and cash donations. ACIART has also applied for additional monies from the City's Housing Trust Fund, as this has been a source of financial support for the organization in prior years.

Elderly and/or disabled homeowners also may take advantage of the City's Real Property Tax Relief Program, which provides partial or full forgiveness of real property taxes to income-eligible persons who are over age 65 or permanently disabled. As of January 2003, the qualifying annual income for full abatement of real estate taxes is \$12,800. Homeowners whose income exceeds \$12,800 but does not exceed \$25,600 would qualify for a real estate tax exemption in an amount equal to the taxes on

the average residential property<sup>7</sup>. Qualifying homeowners whose income exceeds \$25,600 but does not exceed \$30,000 would qualify for a real estate tax exemption in an amount equal to seventy-five percent (75%) of the taxes on the average residential property, but no greater than the taxes owed. Homeowners whose income exceeds \$30,000 but does not exceed \$35,000 will receive an exemption in the amount equal to fifty percent (50%) of the taxes on the average residential property and may defer all or part of the amount of such taxes in excess of the amount exempted. Homeowners whose total combined income exceeds \$35,000 but does not exceed \$62,000 shall be eligible for a deferral of taxes. The total combined financial worth of the property tax relief applicant and his/her spouse, excluding the house and property of up to one acre, may not exceed \$195,000 as of December 31 of the year prior to the application for tax abatement. During City FY 2004, the City's Real Property Tax Relief Program will continue to offer real property tax relief for approximately 600 homeowners who are over age 65 or totally disabled.

For elderly and/or disabled renters, the City provides assistance through the Rent Relief Program in the form of annual cash grants, which may be paid in monthly installments. Income-eligible renters who receive no other rental assistance, and who are age 65 or older or who have a complete and total disability may apply for this program at any time during the year. Benefit levels vary based on income. During City FY 2004, it is estimated that this program will serve an estimated 125 elderly and/or disabled renters with up to \$250,500 in City General Funds.

Currently, the annual benefit levels for the Rent Relief Program are under review. However, it is expected that effective July 1, 2003, the annual income limits and benefit amounts for this program will be as shown in the following table.

ANNUAL INCOME RANGE	MONTHLY BENEFIT AMOUNT	ANNUAL BENEFIT AMOUNT
0 - \$12,800	\$225	\$2,700.00
\$12,801 - \$15,000	\$197	\$2,362.50
\$15,001 - \$18,000	\$169	\$2,025.00
\$18,001 - \$21,000	\$141	\$1,687.50
\$21,001 - \$25,600	\$113	\$1,350.00

Supplementing the services described above is assistance available through VMH, Inc. (formerly known as Virginia Mountain Housing), which receives U.S. Department of Energy Oil Overcharge funds through the state's Weatherization Program and uses these funds to provide grants for energy efficiency improvements to the homes of low-income households. Priority for assistance is given to the elderly

<sup>7</sup> Taxes on the average residential property are calculated based on (1) the real estate tax rate for the taxable year, multiplied by (2) the average assessment for the taxable year of properties. The average residential real estate tax bill for calendar year 2002 was \$2,684, based on the average residential assessment of \$248,563.

and persons with disabilities.

**Leveraging:** The City's \$2,612 General Fund contribution to ACIART will leverage over \$145,000 in private donations. The City's \$185,352 in City funds for the ARCH will leverage up to \$130,000 in client fees, largely from State Auxiliary Grant funds.

**Matching Requirements:** HOME funds spent through the Home Rehabilitation Loan Program will require match as described in Section II.A.3.

**Number of Persons to be Served:** The Alexandria Residential Care Home can serve up to 10 persons at a time. ACIART will serve approximately 80 elderly and/or disabled households. The number of elderly persons to be assisted through the VMH Program is unknown at this time. The City's Real Property Tax Relief Program will offer real property tax relief to approximately 600 homeowners age 65 and over in the form of exemptions or deferrals. The City's Rent Relief Program will continue to offer limited rental assistance for an estimated 125 income-eligible elderly tenants age 65 and over, or tenants with complete and total disabilities.

**Support For Activities By Other Entities:** The City would support, and certify as consistent with the Consolidated Plan, applications by other entities for funding to provide housing for the elderly only to the extent that the requested assistance is for the replacement or preservation of (a) assisted units for the elderly covered by Resolution 830, (b) existing, privately-owned rental housing with project-based assistance, (c) units available to elderly persons with tenant-based assistance, or (d) for the development of an assisted living facility. Any new proposals for subsidized/assisted rental housing in the City may be approved at City Council discretion. In considering such proposals, the City Council will evaluate the extent to which the proposed project provides for a mix of incomes, the provision of support services by the project's sponsors, and, in the case of a rental rehabilitation project, the extent to which the proposed rehabilitation will provide significant improvements to the property in question and serve as a stabilizing influence on the surrounding neighborhood. In giving such consideration, Council will give highest consideration to proposed projects that will be used to maintain or replace Resolution 830 units. Organizations and agencies are encouraged to come forward with their plans for City Council review and approval as far as possible in advance of application due dates.

**Geographic Distribution of Activities:** Services are provided to income-eligible City residents Citywide. Publicly-assisted housing facilities serving elderly City residents are as follows: Ladrey High Rise, 300 Wythe Street; Annie B. Rose House, 399 Pendleton Street, and Claridge House, 301 North Ripley Street; and 38 ARHA-owned units at the Park Place Condominium located at 2500 N. Van Dorn Street. Other publicly-assisted and private market, project-based subsidized housing is located throughout the City (see Figure 1 in Appendix III). The Alexandria Residential Care Home is located at 716/718 North Columbus Street.

**Service Delivery and Management:** ARHA provides the federally-assisted rental units at Ladrey House. The remaining subsidized rental units discussed above are privately-owned. The Alexandria Office of Aging and Adult Services in the Department of Human Services oversees the remaining programs described above for elderly persons, except for the Home Rehabilitation Loan Program, which is administered by the City's Office of Housing, and the activities undertaken by the private non-profit organizations Christmas in April Rebuilding Together and VMH, Inc. The Department of Human

Services does refer potential applicants to the latter two groups, as well as to the City's Home Rehabilitation Loan Program (described in Section II.A.3).

### ■ II.A.7. Persons with Physical and Sensory Disabilities

**Activities and Resources:** The removal of barriers to daily living and support for the development of accessible housing are the City's primary strategies for assisting disabled City residents. During City FY 2004, the Alexandria Commission on Persons with Disabilities will continue its work with developers and the City's Code Enforcement Bureau to ensure that new units at least meet the federal Fair Housing requirements, and to encourage landlords to make existing housing units accessible to persons with disabilities. The Office of Housing's Fair Housing Testing Program, which includes testing for housing discrimination against persons with disabilities (and other types of discrimination), will also continue. More information on the Fair Housing Testing Program is provided in Section II.B.2.

For low- and moderate households, the City's primary means of implementing its strategy to remove barriers to daily living is through home rehabilitation for accessibility purposes. As such, the City will continue to offer assistance to disabled persons in low- and moderate-income owner-occupied homes citywide through the Home Rehabilitation Loan Program, which as previously described offers no-interest, deferred-payment rehabilitation loans to low- and moderate-income owner-occupants of single-family homes. Income-eligible owner-occupied households with a disabled member may qualify to utilize this loan program to support household modifications necessary to accommodate a physical disability or a mobility impairment. For more details on this program, including City FY 2004 funding information, please see Section II.A.3.

For low- and moderate-income renters with disabilities, 28 additional units are expected to become available upon completion of the redevelopment of Samuel Madden Homes (Downtown) by the Alexandria Redevelopment and Housing Authority (ARHA; see Section III.B under "Resolution 830" for more details). In addition, assistance to support accessibility modifications in extremely-low, low- and moderate-income renter households is offered through the City's Rental Accessibility Modification Program (RAMP). For substantive modifications RAMP provides grants of up to \$50,000 from CDBG funds and for more minor modifications this program offers mini-grants of up to \$1,500 from the City's Housing Trust Fund. In City FY 2004 funding for this program will be provided with \$156,277 in new CDBG funds and \$15,000 in City Housing Trust Fund monies.

The services described above will be supplemented by the Christmas in April Rebuilding Together (ACIART) and VMH, Inc. programs, which serve low-income elderly and disabled homeowners through their rehabilitation and energy improvement initiatives. ACIART and VMH, Inc. activities have been described in more detail in Section II.A.6, "The Elderly and Frail Elderly." The City's Real Property Tax Relief and Rent Relief Programs, also discussed in the previous section on the elderly, are also available to income-eligible persons with disabilities.

An additional resource for persons with disabilities living in the City is offered by the Joblink Division of the City's Department of Human Services Model Employment Initiative. This employment service maintains a full-time Employment Training Specialist for persons with disabilities and the Employment Resource Room is fully accessible, providing a wide variety of adaptive equipment and assistive

technology, as well as an Assistive Technology Specialist to assist individuals in utilizing the specialized equipment.

**Leveraging:** Funds leveraged by Alexandria Christmas in April Rebuilding Together (ACIART) are discussed in Section II.A.6 above.

**Matching Requirements:** HOME funds spent to the Home Rehabilitation Loan Program will be required to match as described in Section II.A.3.

**Number of Persons to be Served:** Based on past experience, staff estimates that approximately one of the approximately 15 households assisted through the Home Rehabilitation Loan Program in City FY 2004 will have a disabled member. Staff also estimates that in City FY 2004 eight disabled renters will be assisted through the Rental Accessibility Modification Program (RAMP). The City estimates that 50 non-elderly disabled persons will benefit from the Real Property Tax Relief Program and nine non-elderly disabled persons from the Rent Relief Program. The number of non-elderly disabled persons to be served by ACIART and VMH, Inc. is unknown at this time.

**Support for Applications by Other Entities:** The City would support applications by other entities for funding to provide housing for the physically disabled, but, to the extent that such housing is rental housing for low-income persons, support would be provided only on a case-by-case basis subject to Council approval. In such cases, certificates of consistency with the Consolidated Plan would be provided only for projects approved by City Council. Organizations and agencies are encouraged to come forward with their plans for City Council review and approval as far as possible in advance of application due dates.

**Geographic Distribution of Activities:** The programs and activities described above, including improvements for disabled persons under the Home Rehabilitation Loan Program and RAMP, are available citywide.

**Service Delivery and Management:** The Alexandria Commission on Persons with Disabilities, staffed by the Department of Human Services, addresses the needs of persons with physical disabilities. The Office of Housing operates the Home Rehabilitation Loan Program and the RAMP Program. The Rent Relief Program is managed by the Department of Human Services and the Real Property Tax Relief Program is provided by the Department of Finance. Alexandria Christmas in April Rebuilding Together and VMH, Inc., are private, non-profit organizations; however, the Office of Aging and Adult Services provides referrals to these agencies.

#### ■ **II.A.8. Persons with Mental Illnesses, Intellectual Disabilities and/or Chemical Dependency**

**Activities and Resources:** The City's primary strategy for assisting persons with mental illness, mental retardation, and substance dependence is to provide supportive housing opportunities, case management, and supportive services through the Alexandria Community Services Board (ACSB) and the City's Department of Mental Health, Mental Retardation, and Substance Abuse (MH/MR/SA). In order to respond to the changing needs of a growing number of clients with both mental illness and

substance dependence, MH/MR/SA provides integrated services across disability lines that include mental illness, developmental disabilities and drug/alcohol addiction from the perspective of clients' length and intensity of treatment. Short-term emergency services and outpatient mental health and drug/alcohol treatment are provided by an "acute care" division, while longer-term day treatment, vocational services, case management and residential services are provided by an "extended care" division. A third division, "prevention and early intervention," reaches across disability areas and populations. This service delivery system enables MH/MR/SA to allocate its staff and resources in a manner that better meets the needs of a changing client population.

Funding for the ACSB's on-going residential programs is provided by the federal Supportive Housing Program (SHP), grants from the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services, funds from the City of Alexandria General Fund, client fees, and other revenue. The ACSB's group homes and supervised apartments, most of which are owned by the non-profit organization Sheltered Homes of Alexandria, Inc., are targeted to specific populations (e.g., adults with developmental disabilities, or formerly homeless persons with serious mental illness). Figure 2 in Appendix III indicates the general locations of group homes and supervised apartments for persons with special needs, as well as emergency shelters and transitional facilities in the City.

**Leveraging:** In City FY 2004, federal funds totaling some \$2.3 million in direct service dollars will leverage over \$19.7 million in state, local and private funds.

**Matching Requirements:** Operating funds of \$220,931 received from the federal Transitional Housing Program will be matched with \$60,410 in ACSB funds. Operating funds of \$127,964 received from the federal Permanent Housing Program will be matched with \$57,103 in ACSB funds.

**Number of Persons to be Served:** During City FY 2004, the ACSB Residential Services will assist a total of 239 persons as follows:

Consumers with Mental Illnesses:	Group Homes - 31 persons Supervised Apartments - 71 persons
Consumers with Intellectual Disabilities:	Group Homes - 38 persons Supervised Apartments - 15 persons
Consumers with Chemical Dependency:	Group Homes - 27 persons Supervised Apartments - 57 persons

**Support for Applications by Other Entities:** Consideration of applications by other entities, such as the Alexandria Community Services Board, for funding to support facilities and services for persons with mental/developmental disabilities and substance dependence problems will require review and approval by the City Council on a case-by-case basis. This may include advance review on an annual basis in order to be considered consistent with the Consolidated Plan. Funding applications sponsored by the ACSB for activities to be approved by the City Council in the Spring of 2003 do not require further Council action. Organizations and agencies are encouraged to come forward with their plans for City Council review and approval as far as possible in advance of application due dates.

**Geographic Distribution of Activities:** These activities will be carried out City-wide. As stated above, Figure 2 in Appendix III provides a map of assisted housing facilities for individuals with special needs in Alexandria.

**Service Delivery and Management:** The Alexandria Community Services Board is responsible for providing and advocating for supportive services for City residents with mental/developmental disabilities and/or substance dependence problems. Services are managed by the ACSB and Sheltered Homes of Alexandria, Inc. (SHA), a private non-profit organization that owns and maintains many of the residential facilities that serve ACSB clients. The affordable housing needs of these individuals are met through a combination of efforts by the community, ARHA, the Office of Housing, Alexandria Community Shelter, Carpenter's Shelter, Arlington-Alexandria Coalition for the Homeless, and other agencies, in partnership with the Community Services Board.

## ■ II.A.9. Persons Living With or Affected By HIV/AIDS

**Activities and Resources:** The City will continue to address the housing and supportive services needs of persons living with HIV/AIDS and their families through the City's Health Department, the City's Department of Mental Health, Mental Retardation and Substance Abuse (MH/MR/SA), the Whitman-Walker Clinic of Northern Virginia (WWC/NOVA), the Alexandria Redevelopment and Housing Authority (ARHA), the INOVA Juniper Program and other public and non-profit organizations.

The federal Housing Opportunities for Persons with AIDS (HOPWA) program represents a major source of funding for this purpose. HOPWA funds are awarded to the entire Washington, D.C. metropolitan area as a whole through the District of Columbia's Administration for HIV/AIDS, which has been designated by the federal administering agency, the Department of Housing and Urban Development (HUD), as the entity that must apply for and receive HOPWA grant funds for the region. In Northern Virginia, these funds are administered and distributed by the Northern Virginia Regional Commission (NVRC) and are made available to persons living with HIV/AIDS in four categories of assistance: short-term housing assistance, group home operation support, technical assistance and long-term rental assistance. City residents will benefit from the expenditure of HOPWA funds in all assistance categories through local and regional service providers. Long-term tenant-based rental assistance will be administered for the City by ARHA and short-term housing assistance will be made available through WWC/NOVA. Other HOPWA-supported housing-related services (including housing counseling, emergency utility assistance and financial counseling) offered by WWC/NOVA on a regional basis will also be available to City residents living with HIV/AIDS.

Beginning in January 2002, the City of Alexandria received \$118,700 in Federal FY 2003 HOPWA funds through NVRC to provide long-term tenant-based rental assistance to City residents living with HIV/AIDS. At the time of this writing, 14 Alexandria households have HOPWA vouchers and it is possible that ARHA may have adequate funding for three additional vouchers; however, this is dependent on size of households, household rents and the turnover of vouchers from one household unit to another. Renewed HOPWA funding for this purpose is anticipated by the City for the 12-month period beginning January 2003. Though this funding has not yet been received, it is expected that the funds will be used to provide long-term tenant based rental assistance to at least 14 individuals and families, though ARHA is currently endeavoring to ensure that funding for 18 vouchers will be

available. High housing costs in Alexandria have been a serious barrier to service, preventing some awardees of HOPWA voucher assistance from locating a residence in a safe and healthy area.

Wesley Housing Development Corporation provides another source of housing for Alexandrians with HIV/AIDS through the Fairfax-based Agape House. This facility provides housing for up to 12 low-income, homeless persons with HIV/AIDS and is open to Alexandria residents. Most Alexandria residents do not choose to relocate to Fairfax, as this would necessitate a change in their source of care and services. City residents with HIV/AIDS who do not have housing are referred to Carpenter's Shelter and the Alexandria Community Shelter. These emergency shelters cannot always accommodate referrals of persons leaving incarceration and/or substance abuse programs. The void of transitional housing for men and women returning to the community from such environments often leads to relapse and/or re-incarceration.

Non-housing-related services for persons with HIV/AIDS will also be available to City residents. The Alexandria Health Department utilizes approximately \$512,593 in Ryan White Comprehensive AIDS Response Emergency (CARE) Act and other funds annually for primary medical care, drug assistance, public health nurse case management, dental and nutrition services for low-income persons with HIV/AIDS. The average caseload during City FY 2004 is expected to be at least 240 persons. In addition, City residents may be eligible for non-housing-related services (including medical, dental, mental health, prescription drug assistance, case management and/or legal services), which will be available to persons living with HIV/AIDS throughout Northern Virginia with the support of Ryan White CARE Act funds. Further, during City FY 2003, WWC/NOVA was awarded \$100,000 in City General Fund monies allocated through the City's Community Partnership Fund to provide case management services to approximately 90 low- and moderate-income City residents living with HIV/AIDS and legal services to an estimated 32 such beneficiaries. WWC/NOVA will apply for Community Partnership Funds to continue these services in City FY 2004.

During City FY 2004, the City's Department of Mental Health, Mental Retardation and Substance Abuse (MH/MR/SA) will supplement the assistance described above by utilizing federal Substance Abuse Block Grant monies to provide HIV testing, as well as testing-related counseling and education. Further, City residents living with HIV/AIDS may be eligible for any of the standard mental health and substance abuse services offered by MH/MR/SA, including outreach, psychiatric evaluation and medication monitoring, neuropsychological testing and individual and group counseling.

**Leveraging:** Federal HOPWA and Ryan White CARE Act monies to be used by WWC/NOVA will leverage local and private monies. The levels of funding for Federal FY 2004 HOPWA and Ryan White CARE Act have not yet been determined.

**Matching Requirements:** There are no matching requirements for the resources listed.

**Number of Persons to be Served:** Approximately 125 individuals will be served through case management and legal services provided by WWC/NOVA. Approximately 75 Alexandria residents will receive short-term housing assistance through HOPWA. HOPWA-funded long-term rental assistance administered by ARHA will be provided to at least 14 households. The Health Department will assist at least 240 persons with primary medical care and other services.

**Support for Applications by Other Entities:** The City would generally support applications by other entities for funding to provide supportive housing and services for persons with HIV/AIDS on a case-by-case basis subject to Council approval. In such cases, certificates of consistency with the Consolidated Plan would be provided only for projects approved by City Council. Organizations and agencies are encouraged to come forward with their plans for City Council review and approval as far in advance of application due dates as possible.

**Geographic Distribution of Activities:** The programs described above serve persons who live anywhere within the City limits of Alexandria. HOPWA assistance may be used throughout the City. Agape House is located in Fairfax County, Virginia.

**Service Delivery and Management:** Case management services for persons with HIV/AIDS are offered by the Health Department, Positive Livin', INOVA Juniper Program and WWC/NOVA. The Department of Human Services refers clients to these organizations and works with clients and case managers to ensure the receipt of funds from the various entitlement programs. In addition, the Northern Virginia HIV Consortium, an organization of 69 agencies and 42 individual members providing HIV services within Northern Virginia, regionally coordinates support services.

HOPWA funds to be used by Alexandria and the other Northern Virginia jurisdictions in City FY 2004 will be allocated to Northern Virginia from the District of Columbia, the designated recipient jurisdiction for the metropolitan area, and will be administered in Northern Virginia by the Northern Virginia Regional Commission. ARHA will continue to administer HOPWA vouchers on the City's behalf. The City's Health Department will coordinate the selection of HOPWA participants in collaboration with WWC/NOVA.

## Section II.B

### Non-Housing Community Development Programs and Services

The following sections provide information on City community development programs and services proposed for City FY 2004 (including public facilities and services, infrastructure improvements, economic development activities, and actions to reduce poverty), which are located in the target areas formerly identified in connection with the City's Home Rehabilitation Loan Program (Potomac East Neighborhood Strategy Area, Potomac West Neighborhood Strategy Area, and Strawberry Hill; see Figure 3 in Appendix III) or in other low-income areas; or will serve low- and moderate-income persons or other target groups addressed in this document (e.g., special needs populations).

#### ■ II.B.1. Public Facility Needs

##### Facilities for Senior Programs

The planned renovation of the Dr. Oswald Durant Memorial Center, a joint project involving both the City's Department of Recreation, Parks and Cultural Activities and the Alexandria City Public Schools, will include additional space to offer a variety of senior programs and activities. The renovated center,

scheduled to open in the Fall of 2003, will include a large multipurpose area, a kitchen, meeting rooms and an outside patio area. Opportunities will be available to schedule programs during the day and during the evenings. The proposed expansion and renovation of the Jerome "Buddie" Ford Nature Center, another joint project between the Department of Recreation and the Alexandria City Public Schools, includes additional activity spaces so that senior programs can be added to the program calendar. A total of \$3.3 million was allocated in the City's FY 2003 capital budget for this facility, which will open sometime in City FY 2004.

The former Senior Recreation Advisory Committee has combined with the Senior Expo Planning Group to form the current committee, which is called the "Prime Time/Senior Expo Committee." The new Committee continues to work with staff to identify and prioritize requested improvements and projects designed to serve senior residents. A comprehensive recreation/leisure needs assessment conducted by an outside consultant will be completed in June 2003. This assessment will be utilized by the Department of Recreation, Parks and Cultural Activities in their efforts to devise a 10-year plan for future facilities and programs. Services and facilities for seniors will be an important element of this study and will be taken into consideration in the development of the anticipated plan.

### **Parks and Recreational Facilities**

The City's proposed FY 2003-2008 Capital Improvement budget includes \$250,000 annually to renovate/expand existing indoor and outdoor recreational facilities. In addition, an action plan for outdoor pool renovation/repair was established in City FY 2001 and will be continue to be implemented over the next several years. The first pool to be renovated will be Warwick Pool.

The Durant Center, mentioned above, has a number of important community uses. The Center serves children in after-school and summer recreation programs; houses the offices and programs of the Department of Recreation, Parks and Cultural Activities' Therapeutic Recreation Section; provides space for senior classes and activities; serves as meeting space for a variety of performing arts and civic groups in the evening, and is rented out on the weekends to City residents for special occasions. The design for the renovation and expansion of the facility includes space for all of the current activities, as well as classroom/activity space that will be shared with Jefferson-Houston Elementary School, located next door to the Center. The shared space will be available to teachers and students during the day and then for recreation programs and activities in the evenings and on weekends.

Approximately \$80,000 is dedicated annually toward the construction and maintenance of bike trails in the City. In City FY 2002, the City was awarded a grant for \$372,000 from the federal Transportation Enhancement Act for the 21<sup>st</sup> Century to enhance the bike trail through the Eisenhower Valley. At present, there are approximately 19 miles of bikeways in the City. The City's Bicycle Transportation and Multi-Use Trail Master Plan, developed in 1998 by the Bicycle Study Committee, helps to guide the development of Alexandria's multi-trail system.

The Landscaping of Public Sites Project provides for the planting of street trees throughout the City on a replacement basis as well as through a cost share arrangement. The project also includes funding for horticultural landscaping along City medians. Current annual funding of \$145,000 (which includes an additional \$20,000 that has been recommended in the City FY 2004 budget) enables the City to address three major street sections per year.

The City dedicates \$170,000 annually to its continuing program of park renovations and improvements. Specific projects are budgeted in response to concerns, needs or changes in the character of the surrounding community. Of this total, \$25,000 is budgeted to meet Americans with Disabilities Act accessibility requirements in park play areas; \$80,000 is budgeted to replace, on a scheduled and prioritized basis, deteriorated backstops and fencing and to provide grading and irrigation for the City's 22 ball fields; \$45,000 is budgeted for the renovation and update of the City's outdoor tennis and basketball courts; and \$60,000 is budgeted to cover costs of replacing or repairing deteriorating playground equipment, to provide small-scale enhancements, and to maintain safe play areas in playgrounds throughout the City. One project that is expected to be operational by early City FY 2004 is the design and construction of a City skate park. Other projects may be evaluated on a year-to-year basis.

As noted in the section above entitled "Facilities for Senior Programs," the Department of Recreation, Parks and Cultural Activities will begin the process of developing a 10-year plan for future facilities and programs.

## **Infrastructure Improvements**

### ***Streets and Sidewalks***

The City's Department of Transportation and Environmental Services (T&ES) will undertake some major street improvement projects and a number of smaller projects in the target areas identified above during City FY 2004 utilizing monies from the Capital Improvement Project Budget. The major projects are the King Street Metro Station North Entrance, for which the City's share is \$132,912; and the Potomac Yard Road and Bridge Improvements (including relocation of the Monroe Avenue Bridge), for which the City's share is \$435,400. Smaller projects include the continued construction of wheelchair access ramps on sidewalks in Potomac East and Potomac West (budgeted at \$25,000); joint seal repairs at the Jefferson Davis Highway/Four Mile Run and Eisenhower Avenue/Cameron Run bridges (\$10,000); the addition of drainage facilities to the Duncan Avenue Alley (\$185,000); the reconstruction of Tennessee Avenue between Old Dominion Boulevard and Halcyon Drive (\$360,000); and improvement on the railroad crossing at Slaters Lane (\$200,000).

In cooperation with the Alexandria City Police Department, T&ES has also developed a program for installing accessible pedestrian signals at critical intersections throughout the City. Guidelines for implementing American Disabilities Act-compliant pedestrian signals have been proposed and deployment will begin in City FY 2004.

### ***Other Infrastructure Improvements***

In addition to street and sidewalk improvements, the City FY 2004 T&ES Capital Improvement Plan budget includes \$820,000 for storm and sanitary sewer improvements (including sanitary sewer line replacements in Potomac West), the continuation of the Four Mile Run Sanitary Sewer Shed Infiltration and Inflow Study (\$400,000), the continuation of improvements to storm sewers at the intersection of East Glebe Road and Commonwealth Avenue (\$165,000) and the correction of flooding problems along East Maple Street from the Hoofs Run Culvert to Little Street (\$225,000). T&ES has also budgeted some \$1.5 million for improvements to street lighting and electrical undergrounding in Old Town

Phase III, as well as at Mount Vernon Avenue between the area of Nelson Street and Bellefonte Avenue (\$200,000).

## ■ II.B.2. Public Service Needs

### Senior Services

The Care Coordination Unit of the City's Office of Aging and Adult Services in the Department of Human Services operates the Companion Services Program, which helps low-income elderly and disabled citizens remain in their own homes by assisting with grocery shopping, food preparation, house cleaning, laundry and some personal care, such as bathing and grooming. These services are provided to prevent the avoidable institutionalization of the elderly. The total projected to be available to serve 180 individuals per month in City FY 2004 is \$1,026,639, which includes \$234,090 in state funding and \$792,549 in City General funds.

### Accessibility for Persons with Disabilities

Although no separate figures are available, the City expends considerable effort in the installation of handicapped-access ramps on City sidewalks. New and replacement sidewalks are constructed using a variety of funding sources: the street maintenance section of the City operating budget; State road maintenance funds; developer "in-kind" improvements; utility company replacement of damaged City property; and citizen payments for specific construction.

Requirements outlined in the Americans with Disabilities Act (ADA) for ramps at intersections have been addressed by the City for over twenty years. Whenever an existing curb or a sidewalk has to be replaced, or a new sidewalk is installed, a handicapped ramp is automatically made part of the installation. By these means, a majority of the City's intersections are currently in compliance with ADA requirements; for example, as previously stated, during City FY 2004 T&ES will continue construction of wheelchair ramps at intersections in the target areas.

The City also operates the U.S. Department of Transportation paratransit program to meet ADA requirements for paratransit service. It is operated by the private sector under contract to the City, such that the City subsidizes the difference between the trip cost and the fare collected based on comparable transit fares. The City also participates in the regional MetroAccess program, operated under the auspices of the Washington Metropolitan Area Transit Authority. MetroAccess provides curb-to-curb service for persons with disabilities who cannot use regular public transportation that have been certified eligible to use paratransit service. For City FY 2004, T&ES anticipates spending an estimated \$850,000 to support these activities.

### Youth Services

The City's Office of Youth Services plans, coordinates and advocates for the provision of services to promote positive development and prevent delinquency among Alexandria's children and youth. The Office works with City and private youth-serving agencies to identify service needs, avoid duplication and develop strategies to address youth-related issues. The Office is funded through state, local and

private sources. Programs and services provided directly or through outside contracts include Project Discovery, a community-based dropout prevention program which encourages lower income and minority youth to complete high school and pursue post-secondary education; the Job Club, a pre-employment skill development program; the Community Services/Restitution Program (CSP), which provides juvenile offenders the opportunity to make restitution for offenses committed through community service placements; and strategies to address teen pregnancy. During City FY 2004, the Office of Youth Services will provide the services described herein with state, local and private monies totaling approximately \$440,871.

### **Child Care Services**

The Office for Early Childhood Development and *Alexandria Works!* in the Department of Human Services manage several child care programs that provide financial assistance with child care costs to low-income families. Assistance is provided to families currently receiving or transitioning from Temporary Assistance to Needy Families (TANF). Families currently receiving TANF benefits are provided child care assistance to support entry into the workforce. TANF families leaving public assistance are eligible to receive an additional year of child care assistance to aid in their transition from welfare to work. In addition, through the Child Day Care Fee System, the City provides child care assistance to low-income families that may or may not have received public assistance. For City FY 2004, the Department of Human Services will expend \$9,660,005 for these services.

The Office of Early Childhood Development also offers guidance to families in locating and securing quality child care and provides training and support services to family child care homes and child care centers. The City provides funding for numerous early childhood education and child care programs through several funding sources, including the City's Children's Fund, which generates local matching funds as well as funding for comprehensive services to at-risk families and children.

### **Employment and Training**

Beginning July 1, 2000, the Workforce Investment Act of 1998 (WIA) was put into place as the national workforce preparation and employment system. Designed to meet the needs of employers and job seekers, WIA established a new approach to the delivery of service to those who want to further their careers. The WIA federal legislation is based on the following elements, which will be continued in City FY 2004:

- ▶ All programs must be designed and managed at the local level where the needs of businesses and individuals are best understood.
- ▶ Customers must be able to conveniently access the employment, education, training, and information services they need at a single "One Stop Center", convenient to their neighborhoods.
- ▶ Customers should have choices in deciding which training programs best fit their needs and which organizations will provide the services. They should have control over their own career development.

- ▶ Customers have a right to information about how well training providers succeed in preparing people for jobs. Training providers will provide information on their success rates at the One Stop Center.
- ▶ The Workforce Investment Board (WIB) made up of local business leaders will provide information, leadership, and play an active role in ensuring that the system prepares people for current and future jobs.

In Alexandria, *JobLink* is the One Stop Center for WIA service delivery. During City FY 2004, *JobLink* will continue its mission to place "good people in good jobs". The Virginia Initiative for Employment not Welfare (VIEW) provides employment counseling/placement services, day care, needs assessments, support payments and other resources needed to remove any barriers to employment for TANF recipients. The City's Office of Employment Training (OET) also sponsors the TeensWork! Youth Employment Program. Major components for City FY 2004 include the City-funded effort to place 80 youth in public and private non-profit work sites during the summer months; the TeensWork! private program, which proposes to place 150 youth in unsubsidized employment and job readiness activities; and a federally-funded WIA effort focusing on employment readiness for 50 hard-to-serve youth receiving year-around services. *Joblink* clients may also participate in "Money Smart" trainings, which are conducted by *Joblink* staff and teach basic personal finance, covering such topics as budgeting, savings and credit, to help clients effectively manage their money once they start working. *Joblink* staff providing "Money Smart" trainings receive facilitator training from the Federal Deposit Insurance Corporation (FDIC), which promotes the provision of this type of programming.

The Alexandria-Arlington Workforce Investment Board is eligible for a special federal grant to assist persons with disabilities obtain employment. In City FY 2004, the program will: (1) educate employers about the laws governing the employment of persons with disabilities; (2) assist in the recruitment of persons with disabilities; and (3) help employers find resources to support disabled persons in the workplace.

The Community Digital Divide Initiative (CDDI) is another new effort of *JobLink*. CDDI is designed to bridge the "Digital Divide," to help under-served communities gain low-or no-cost access to computers and to *JobLink* networks through the Internet by using public enterprise information, web sites, and web portals. *JobLink* serves as the hub of a distributed learning program and is increasing its ability to broadcast interactive learning and real-time training activities as well as stored modules specific to a wide variety of training and learning subject matter.

Additionally, in response to area job losses following the September 11, 2001 terrorist incidents, the Alexandria/Arlington Workforce Investment Board requested and received funding from the U.S. Department of Labor to provide employment and training services to people in Alexandria and Arlington that lost their jobs due to closure of Reagan National Airport in response to the tragedy. This service, along with those discussed above will all continue in City FY 2004 with approximately \$4.5 million in federal, state, local and private funding.

### **Drug and Alcohol Dependence Services**

The Alexandria Community Services Board (ACSB) provides a range of services for persons with

substance dependence problems, from counseling to residential detoxification services. The ACSB estimates that the cost of providing these services in City FY 2004 will be approximately \$6.4 million.

### **Fair Housing Activities**

Since 1988, the City has conducted ongoing fair housing testing to determine the presence of discrimination in the rental housing industry. The testing program uses paid testers to contact apartment complexes, real estate firms and mortgage lenders posing as potential applicants to test for discrimination based on race, familial or disability status, and sexual orientation. City staff meets with the owners and managers of apartment complexes and real estate firms with less serious problems of discrimination discovered during testing. Staff of the Office of Housing file complaints with the Alexandria Human Rights Office when more serious, repetitive problems occur.

During City FY 2004, the Office of Housing will conduct fair housing testing of rental housing for discrimination based on one of the classes protected by the City's Human Rights Ordinance. Protected classes include race, national origin, familial status, disability and sexual orientation. All apartment complexes with 10 or more units will be tested for one of these four protected classes.

In City FY 2004, Office of Housing staff will coordinate and present public education programs to improve public awareness and promote compliance with fair housing laws. In addition to two regularly scheduled annual seminars, Office of Housing staff conducts on-site fair housing training for real estate and property management professionals. This training is provided as a free service to businesses operating in the City.

Finally, the City provides fair housing information to tenants and landlords through the free publication *The Alexandria Guide to Landlord-Tenant Laws and Policies*. The Office of Housing's City FY 2004 budget for the Fair Housing Testing Program consists of \$33,309 in new CDBG funds and \$12,863 in carryover CDBG funds.

### **Landlord/Tenant Mediation**

The City will continue to offer landlord-tenant complaint mediation and information on local and state landlord-tenant laws. Alexandria has a nine-member Landlord-Tenant Relations Board which makes recommendations to City Council on issues related to landlords, tenants and rental property in Alexandria. In coordination with Office of Housing staff, the Landlord-Tenant also organizes a regular educational seminar for apartment managers and is active in local and state policies and legislation. As stated previously, as compared to other cities in the Northern Virginia region and the nation as a whole, Alexandria has one of the highest percentages of renter-occupied (as opposed to owner-occupied) housing units. Consequently, the need for landlord-tenant counseling and mediation activities is expected to continue. The Office of Housing's projected City FY 2004 budget for these services consists of \$231,847 in City General Funds.

### **■ II.B.3. Historic Preservation**

The City anticipates that the rehabilitation of one home in the Parker Gray Historic District will be

funded through the City's Home Rehabilitation Loan Program during City FY 2004. It is estimated that approximately \$115,000 in either CDBG or HOME funds will be used to support the loan(s) in this area.

#### ■ II.B.4. Economic Development

Economic development strategies employed in the City will be focused on revitalization in the Mt. Vernon Avenue and northern Route 1 commercial corridors, as well as on the provision of training and services to enable low-income City residents to obtain jobs.

##### **State Enterprise Zone**

As discussed in the City's FY 2001-2005 Consolidated Plan, one of the City's major economic development objectives is the continued revitalization of the Mt. Vernon Avenue and Route 1/Jefferson Davis Highway commercial corridors to provide employment and commercial opportunities for the adjacent neighborhoods. This area is located in a state Enterprise Zone. Through the Enterprise Zone Program, new and existing businesses in this locale will benefit from employment training and placement services, technical assistance, infrastructure development and small business financing opportunities, as well as significant state tax credits and grants for businesses, all of which will promote the on-going revitalization of the district.

Objectives in the Enterprise Zone include increasing area employment, stabilizing the commercial tax base, increasing property values an average of five percent annually and increasing the number of retail or local service establishments by two locations per year along Mt. Vernon Avenue. During City FY 2004, General Fund monies in the approximate amount of \$506,828 are expected to be allocated to the Alexandria Economic Development Partnership (AEDP) to continue the joint effort of the City and AEDP to attract, expand, and retain business opportunities in the City, including the Enterprise Zone.

The City and AEDP are currently working with residents and businesses in the Upper Potomac West area (the northern-most part of the Enterprise Zone) to develop a plan focused on improving business activity and the business climate along the Mount Vernon Avenue corridor. A long-range plan for the redevelopment of several sites in this area has been adopted; however, its implementation will be several years away due to market conditions and other factors. In the interim, the City is developing a strategy to help stabilize existing businesses and to strengthen the business environment in a manner that will be in concert with the community's long-term vision and will help in the marketability of the area.

##### **Employment Programs**

City employment programs described in Section II.B.2 under "Employment and Training" will continue during City FY 2004.

## ■ II.B.5. Other Community Development Activities

### Energy Efficiency Improvements

The City's Office of Housing and the Code Enforcement Bureau estimate that approximately 25 housing units in the City's target areas identified above are in need or will be in need of energy efficiency improvements during City FY 2004. To the extent that these homes have low-income owner occupants, they are eligible for assistance under the City's Home Rehabilitation Loan Program.

### Code Enforcement and Blight Abatement

During City FY 2004, the City's Code Enforcement Bureau will continue its aggressive monitoring of properties throughout the City for compliance with building, fire and maintenance codes. The City's estimated cost to provide these services in the City target areas identified above is between \$40,800 and \$45,900 per year.

The City's Blighting Influences Program addresses vacant housing units that have become blighting influences within the Potomac West Neighborhood Strategy Area, the Potomac East Conservation District, and the Southwest Quadrant Rehabilitation District (within Potomac East). These areas were originally targeted due to the number of substandard units identified there as compared to other areas of the City. Additionally, according to the 1990 Census, 26% of the housing units in Potomac East and 25% of the housing units in Potomac West are in structures built prior to 1940, compared to 11% citywide. During City FY 2004, the Office of Housing anticipates monitoring 13 properties in Potomac East and Potomac West via the City's Blighting Influences List. The list is compiled for the purpose of targeting blighting influences for improvement, which may involve City acquisition if the blight is not removed by the owners. The projected budget for this program during City FY 2004 is \$120,489 in CDBG monies.

The City's Spot Blight Abatement program, administered by the Code Enforcement Bureau, will also continue in City FY 2004, giving the City the ability to address blighted properties located outside established conservation and rehabilitation districts. Under this program, the City notifies individual property owners of conditions that have caused their property to be deemed detrimental to the health, safety and welfare of the community. The owner is given 30 days within which to present the City Manager with a plan to eliminate, within a reasonable period of time, the conditions that resulted in the determination of blight. If efforts by the Code Enforcement Bureau or other affected City departments fail to abate code violations, the property may be officially declared as "blighted." Under these circumstances, the City Manager submits the property address to the Planning Commission and the City Council for a public hearing to consider options to abate the identified violations. Resulting plans for the property may include repair, acquisition and repair or demolition. Should City intervention be necessary to abate the violations, all associated costs are placed as a lien against the property or recouped from the sale of the property.

## Section III

### Other Activities to be Undertaken

This section describes actions to be taken, as required by the Consolidated Plan regulations, to address issues of particular concern to HUD. These include barriers to affordable housing, the effects of lead-based paint, coordination between public and private agencies providing housing and human services, efforts to reduce poverty, and others.

#### ■ III.A. Actions to Address Obstacles to Meeting Underserved Needs

HUD requires that the City discuss in its Consolidated Plan the actions it plans to take to meet underserved needs. While the analysis contained in the Consolidated Plan documents unmet need in a variety of areas, the City draws a distinction between unmet and underserved needs; all unmet needs are not necessarily underserved. Certain needs can be (and have been) addressed with millions of dollars of resources for decade after decade, but are unlikely to ever be fully met; no matter how much assisted housing is provided, there will, in all likelihood, always be a waiting list. While the current inventory of assisted rental housing cannot serve everyone in need of such housing, the City does not consider this need to be underserved because of the considerable resources devoted to serving this need and the comparatively large share of the City's total occupied housing stock (8.2%) and occupied rental housing stock (13.8%) devoted to assisted rental housing in Alexandria. The Consolidated Plan describes in detail the organizations and resources in the City that provide large numbers of affordable housing units, homeless beds and a wide array of services designed to serve Alexandrians.

Despite significant private and public efforts to create a vital urban environment in which decent housing for local residents is the rule, some housing needs, particularly homeownership, are currently underserved. As previously discussed in this document, according to the 2000 Census, 40.0% of Alexandria's housing units are owner-occupied and 60.0% are renter-occupied. This percentage placed Alexandria at 14th in the nation at the time of the Census with regard to renter occupancy, higher than any other Northern Virginia jurisdiction and well above state and national averages. Therefore, it is the City's policy to promote opportunities to achieve homeownership. There are many prospective homebuyers of modest means who could satisfy homeownership needs without creating an excessive burden on public resources.

Many moderate-income households who are currently renting may fall just short of earning incomes sufficient to be able to purchase affordable housing and could use relatively minor public and/or private financial assistance with down payment and closing costs to make up for the shortfall. For example, in the City's January 2002 Apartment Survey, the average rent for a two-bedroom, private market unit in Alexandria was \$1,276 per month, requiring an annual income of \$51,040 if housing costs do not exceed 30% of income. Based on a 6% 30-year fixed interest rate loan and the assumption that monthly condominium fees of \$200, as well as principal, interest, taxes and insurance costs did not exceed 32% of income (a standard limit applied by mortgage lenders), this same household could reasonably afford to purchase a home valued at \$153,448. According to the Office of Real Estate Assessments, 8,200 single-family homes and condominiums, or 23% of all single-family homes and condominiums in the City, were assessed below \$150,000 for calendar year 2003.

The City's housing policies include incentives to encourage homeownership. However, despite measures to close the gap between required income and access to private market housing, some household members may lack the knowledge or the confidence that homeownership is achievable. Homeownership counseling services and homeownership fairs are designed to remove obstacles and to explore ways through which households can redirect their limited resources toward owning their own property. The City's Office of Housing has implemented a Homeownership Counseling program that will continue into City FY 2004. The annual City-sponsored Homeownership Fair will also continue. For a more detailed description of the City's homeownership assistance efforts, please see Section II.A.4 on activities to be undertaken for low- and moderate-income homebuyers.

### ■ III.B. Actions to Foster and Maintain Affordable Housing

For rental housing, the City's primary goal is to preserve the existing supply of public housing and replacement units covered by Resolution 830. In terms of homeownership, the primary goal is to assist households with incomes between 50% of the median income for the area (currently \$43,500 for a family of four) and the City-established maximum income limit (currently \$79,500 for three or more persons).

#### **The Affordable Housing Policy and Housing Trust Fund**

The City will continue to foster and maintain affordable housing through its Affordable Housing Policy, which was originally adopted by City Council in January 1993 and adopted with revisions in November 2002. The policy sets forth the City's framework for the provision of affordable housing.

One of the most important elements of the Affordable Housing Policy is its establishment of the Affordable Housing Advisory Committee (AHAC), which advises City Council on issues regarding the Affordable Housing Policy, the Housing Trust Fund and the preservation and promotion of affordable housing. The Committee includes representatives from a cross-section of interests, including professionals from the real estate, finance, and legal professions; a builder/developer; a landlord; a homeowner; the ARHA Board of Commissioners; the faith community; a civic association; a renter; a City employer, and a group interested in the promotion of affordable housing.

The policy also establishes formal guidelines for the participation, on a voluntary compliance basis, of residential and commercial developers in the achievement of the City's affordable housing objectives. Private developers of new residential, commercial or other property are encouraged to make contributions to the Housing Trust Fund or, for residential projects, to provide affordable housing by applying discounts to set-aside units in the prospective developments. The City strongly encourages residential developers to consider providing affordable housing, particularly in cases where the developers are requesting zoning concessions from the City. The value of either type of contribution is calculated according to a formula based on the gross square footage of a project's newly developed area (including additions to existing development). Currently, the formula contribution level is \$1.00 per gross square foot.

Three development projects, which were approved with Affordable Housing Plans for discounted set-aside units during City FY 2002 and 2003, provide examples of effective collaboration between the

City and housing developers in increasing Alexandria's affordable housing stock. In November 2001, City Council approved the development of Northampton Place, a multi-family rental development of 572 units in two buildings to be located near the intersection of King Street and Northampton Drive in the City's West End. In the City's first Affordable Housing Plan for a rental project, the developers agreed to set aside 25 affordable units on site with rents capped at the rent levels set by the Virginia Housing Development Authority for the tax-exempt bond and Low Income Housing Tax Credit programs for households earning 60% of area median income, which is currently \$52,200 for a family of four. These units are expected to be ready for occupancy during City FY 2004.

In April 2002, City Council approved the development of The Preston Condominiums and Townhomes, a homeownership project to consist of a 53-unit condominium building and ten townhouse units to be located at the intersection of East Reed Avenue and Jefferson Davis Highway. The project developer will provide three one-bedroom condominium units at prices not to exceed \$173,200 and three two-bedroom condominium units at prices not to exceed \$225,000. In recognition of zoning waivers granted by the City for this project, the developer's Affordable Housing Plan provides discounts on the six set-aside units that are valued at twice the level of the \$.50 per gross square foot formula contribution rate, which was in effect when this project was approved. These units are expected to be ready for occupancy during City FY 2004.

Mill Race, the third project, was approved by Council in September 2002 and provides the City with the option to secure 13 affordable sales units, as well as 15 affordable rental units for a period of twenty years or to accept a cash contribution to the Housing Trust Fund. This mixed-use development project will be located at Eisenhower Avenue and Mill Road (to the east of the Eisenhower Metro station) and will include one condominium building with retail space on the first level, one rental building with retail space on the first level and one office building with retail space. As Mill Race is sited in the Eisenhower Coordinated Development District (CDD) and the developer received height and density bonuses, a contribution to the Housing Trust Fund and/or the provision of affordable set-aside housing units was not only required, but the value of the contribution was set by the CDD to higher than the standard contribution rate of \$1.00 in effect at the time the project was approved. Based on the CDD requirements, the contribution to be made by the developer of the Mill Race project is valued at \$2.3 million, or \$2.01 per gross square foot.

Of the 13 affordable sales units that might be available to eligible buyers at Mill Race, seven would be one-bedroom units provided at the discounted price of \$173,200 and six would be two-bedroom units provided at the discounted price of \$225,000. At the time the project was approved, the developer estimated that the average market rate prices for similar sales units in this project would be \$225,000 for a one-bedroom condominium and \$337,000 for a two-bedroom unit. The mix of affordable rental units at Mill Race would include seven one-bedroom units and eight two-bedroom units, all of which would be made available to households whose incomes do not exceed 60% of area median as calculated for the purposes of the federal Low Income Housing Tax Credit Program (LIHTC) at rent levels not exceeding the maximum rents allowed under the LIHTC program.

During City FY 2004, it is estimated that the unreserved balance of the Housing Trust Fund will increase by as much as \$740,000 in developer contributions and loan repayments. Housing Trust Fund monies have been committed to several projects, which are discussed in the applicable areas of Section B, "Planned Activities to be Undertaken."

## Resolution 830

The City has long held the preservation of its existing assisted rental housing stock as one of its highest priorities. Under Resolution 830, the City and ARHA have a long-standing joint commitment to preserve and maintain, at a minimum, 1,150 publicly-assisted housing units. This resolution assures that none of the 1,150 public housing units in existence when the Resolution was adopted in 1982 would be lost without one-for-one replacement.

Resolution 830 applies to ARHA's intended redevelopment of the Samuel Madden Homes/Downtown public housing project. In September 1996, ARHA issued a Request for Proposals aimed at soliciting redevelopment proposals for the site. On December 31, 1996, ARHA received five proposals in response to its RFP for a mixed-income, mixed-density redevelopment on the site, which contains 100 units of public housing. In June 1997, North Village L.L.C. was selected by the ARHA Board of Commissioners as the preferred developer for the project, and in 1998 ARHA received an allocation of \$6.7 million in HOPE VI grant funds from HUD for the planned redevelopment.

HUD demolition and disposition regulations required ARHA to extend an offer of sale for Samuel Madden Homes Downtown to the resident organization. After a dispute as to the appropriate tenant organization was resolved in May 1998 in favor of the Alexandria Resident Council (ARC) as opposed to the residents at the affected development (Samuel Madden Homes Tenant Council), ARHA invited and received a redevelopment proposal from ARC. ARHA reviewed the proposal, but determined in November 1998 that the ARC proposal failed to meet the requirements detailed in the Request for Proposals. ARC filed a Rule to Show Cause against ARHA for monetary sanctions, and the court referred the matter to the Department of Housing and Urban Development (HUD) for an administrative review. In March 1999, HUD determined that ARC's proposal materially met the terms of sale as established by ARHA with the exception of a firm financial commitment. ARC submitted an updated proposal to establish firm financing commitments, but this proposal was rejected in August 1999 by the ARHA Board of Commissioners.

From late 1999 through the summer of 2000, ARHA sought unsuccessfully to reach an agreement with the ARC/Telesis team. Subsequently, in the summer of 2000, the U.S. District Court decision mandating ARHA to negotiate with ARC/Telesis was overturned by the Fourth Circuit Court of Appeals, and the Fourth Circuit's decision was later affirmed by a U.S. Supreme Court decision not to review the case. As a result, in the fall of 2000, ARHA began preliminary negotiations with the North Village development team, but in the ensuing discussions ARHA and North Village were unable to come to an agreement on the number and type of housing units that should be constructed on the site. Because of the disagreements, North Village L.L.C. withdrew its redevelopment proposal in late March 2001; subsequent to the withdrawal, the Samuel Madden Homes Work Group, which is comprised of representatives of ARHA, City Council, the Planning Commission and City staff, developed a list of parameters for the redevelopment of the Samuel Madden site which were adopted by both City Council and the ARHA Board of Commissioners in September 2001. The ARHA Board released a Request for Qualifications in December 2001 as part of a two-phase developer selection process for redevelopment of the original Samuel Madden site. Five responses were received in February 2002, and two of the developers were invited to submit full proposals. The second phase of the selection process was completed in December 2002, when the Board executed a Memorandum of Agreement with Eakin/Youngentob Associates, Inc. The final agreement is expected to be signed prior to the end

of April 2003.

In December 2002, City Council approved a redevelopment plan for Samuel Madden that includes both on-site and off-site projects and that ensures one-for-one replacement of the 100 public housing units originally available at the Samuel Madden Homes/Downtown location. Twenty-eight percent of the new ARHA on- and off-site public housing units will be accessible to persons with disabilities. This exceeds the five percent federal requirement and will bring ARHA's overall public housing stock into compliance with the federal standard for accessible units.

On-site development will be undertaken by ARHA in cooperation with Eakin/Youngentob Associates, Inc. and will include 52 (26 two-bedroom and 26 three-bedroom) public housing units in a development with 100 market rate ownership units. ARHA anticipates that on-site units in the Samuel Madden Redevelopment Project will be occupant-ready during City FY 2004. Another 48 public housing units will be developed by ARHA off-site at 423 South Reynolds Street, 325 South Whiting Street and at the intersection of West Braddock Road and Radford Street.

Financing for the Samuel Madden redevelopment project will be realized through a combination of HOPE VI funds, City Housing Trust Fund monies, City General Fund and the proceeds from the sale of the two-block area on which Samuel Madden Homes was located. ARHA is also applying for Low Income Housing Tax Credits (LIHTC) to support this project. Of the \$3.5 million dollars in City Housing Trust Fund (\$2 million) and General Fund monies (\$1.5 million) committed to this project, \$656,110 in Housing Trust Fund monies has already been expended to assist ARHA with acquisition of the South Reynolds Street property. In addition, on January 14, 2003 after ARHA was unable to reach a purchase agreement with the owner of the South Whiting Street property, the City approved an allocation of \$627,000 in Housing Trust Fund monies and \$473,000 in City General Funds to assist ARHA with acquisition of this site through eminent domain.

On November 25, 2002, ARC filed federal suit against HUD in the Federal District Court in Washington, D.C. challenging HUD's decision to allow ARHA to engage a new developer to purchase and redevelop the Samuel Madden site after North Village L.L.C. withdrew without again offering ARC the right of first refusal. A preliminary injunction filed by ARC on December 10, 2002 to prevent HUD from taking further steps to approve the sale and/or redevelopment of Samuel Madden until the lawsuit is resolved was denied. Upon appeal, the Federal Circuit Court upheld the District Court's denial of the preliminary injunction, freeing HUD to grant the necessary approvals for this project, though the underlying action in the District Court is still pending. HUD subsequently approved ARHA's demolition/disposition plan, which covers the demolition of the 100 existing units, the sale of the site for construction of 100 market rate units and 52 public housing units, and the use of the sales proceeds for development of 48 off-site public housing units.

### **Housing Opportunities Fund and City Special Project**

As noted in previous sections on rental housing and homeownership, the City established the Housing Opportunities Fund in February 2002 to promote the development and preservation of affordable sales and rental housing units in the City. This initiative was originally recommended by the City Manager's Affordable Housing Task Force in their final report, which was released in October 2001. The initiative was initially funded with a combined total of \$1 million dollars in HOME (including

match), City General Fund and City Housing Trust Fund monies. A similar level of funding was allocated to the Housing Opportunities Fund in City FY 2003 and is anticipated once again for City FY 2004. HOME funds for this purpose were identified in the City FY 2002 Action Plan amendment submitted to HUD under the project name "Housing Development Assistance."

Housing Opportunities Fund monies are available to assist with feasibility studies, pre-development costs, land acquisition, new construction, rehabilitation, or other efforts to provide or preserve affordable housing. For the purposes of this initiative, affordable sales housing is generally defined as having a maximum sales price of \$225,000 and being sold to households that are within the City's income limits for its MIHP program (currently \$79,500 for a household of three or more persons). Affordable rental housing is generally defined as having rent levels that do not exceed those used for Low Income Housing Tax Credit (LIHTC) Program purposes, which are affordable to households at 60% of the area median income when paying 30% of their income for rent. Any HOME funds utilized for Housing Opportunities Fund projects will be subject to all applicable federal requirements, including income limits, rent levels and recapture or resale provisions.

In September 2002, the City released program guidelines for this initiative and sent a mailing announcing the availability of funds to 44 non-profit and for-profit developers/housing organizations. As indicated in the program guidelines, eligible applicants may receive up to \$25,000 per project for feasibility and up to \$25,000 per project for pre-development costs. Larger projects (50 units or more) with extenuating circumstances may receive up to \$50,000 for these costs. For project implementation funding, the HOF allows up to \$1 million per project. It is anticipated that at least one Housing Opportunities Fund project will be approved during City FY 2004.

The City is also considering a special project involving the development of affordable housing units. Specific options are under consideration, but are not ready for inclusion in this draft Action Plan; therefore, for purposes of this draft, this activity is referred to as City Special Project. The project will be consistent with the types of activities eligible for funding under the Housing Opportunities Fund. The project will be funded by \$214,782 in HOME monies, supplemented by \$53,696 in matching monies from non-federal sources, for a total of \$268,478. The specific project to be supported will require City Council approval, and it is anticipated that a more specific description of this activity will be included in the final Action Plan. Any portion of the budget amount noted above that is not needed for the special project will be reallocated to the Home Rehabilitation Loan Program.

### **The Affordable Housing Task Force**

At the City Council's public hearing on the City's FY 2001-2005 Consolidated Plan held on April 15, 2000, a number of Alexandria residents expressed their concern about the shrinking number of affordable housing units, both for sale and for rent, in the City. As a result, at the City Council's FY 2001 retreat in October 2000, the City Manager proposed the development of an Affordable Housing Task Force to study the issue of affordable housing and make recommendations to City Council on the future direction of City housing policy.

The Affordable Housing Task Force, which was comprised of two members of City Council, the City Manager, two members of the Affordable Housing Advisory Committee, a developer of affordable housing, a representative from the real estate sector, a housing finance expert, and the directors of the

City's Office of Housing and Department of Planning and Zoning, convened from January through October 2001 and released its final report of recommendations to City Council in October 2001. In February and March 2002, Council approved the report with modifications and the City has since taken the following actions, which are consistent with or supportive of these recommendations:

1. Allocated \$400,000 in Housing Trust Fund monies, \$300,000 in General Fund monies, and \$300,000 in federal HOME monies and matching funds to establish a \$1 million set-aside for the development of rental and sales housing projects (see above).
2. Allocated \$50,000 in Housing Trust Fund monies for a Seller Incentive Fund to pay \$1,000, on behalf of homebuyers assisted under the City's HAP and MIHP programs, toward the seller's real estate commission, to serve as an incentive to sellers to accept contracts from HAP and MIHP purchasers during periods of hot housing markets as determined by a process to be developed for approval by the City Manager.
3. Increased the City's maximum homeownership assistance payment under the federal Community Development Block Grant (CDBG) and HOME-funded Homeownership Assistance Program (HAP) from \$25,000 to \$35,000 per household.
4. Increased the City's maximum homeownership assistance payment under the Housing Trust Fund-supported Moderate Income Homeownership Program (MIHP) from \$15,000 to \$20,000.
5. Amended the HAP and MIHP programs to allow a one-time rollover of City homeownership assistance for loan recipients (excluding purchasers of set-aside units in new developments who also have HAP or MIHP loans) who sell the home the City assisted them to buy, and immediately purchase a subsequent home within the City. In order to qualify for the rollover, loan recipients would have to be income eligible for HAP or MIHP at the time of the sale, and must have resided in the assisted home for at least five years (the period of time required to avoid the anti-speculation surcharge imposed by the City's homeownership programs). In addition, Council authorized the use of MIHP funds to repay and replace a HAP loan in the event a HAP loan recipient (up to \$52,200 for a four-person household) has become a MIHP-eligible recipient (up to \$79,500 for a household of three or more persons) at the time of the rollover.
6. Approved a goal of maintaining a minimum Housing Trust Fund balance of \$1.5 million, exclusive of any set-asides, in order to provide a continuing funding source for housing activities.
7. Increased the standard \$0.50 per gross square foot developer contribution to affordable housing to \$1.00 per gross square foot.
8. Approved the concept of allowing flexibility in the design, location, and layout of affordable units, with the understanding that this may result in affordable unit designs that differ from, but are architecturally compatible with, the market rate units. Standards for the affordable units would be determined on a case by case basis, and spelled out in the Special Use Permit or site plan conditions for specific developments.

9. Amended the Rent Relief Program to do the following:
- ▶ Increase the maximum income from \$18,000 to \$25,600, and keep the maximum income level equal to the maximum income, under the Tax Relief Program, for persons eligible to receive full tax exemption (up to the amount of the average real property tax bill).
  - ▶ Change the benefit level from \$1,500 to a sliding scale of \$1,200 to \$2,400 per year based on income, with the maximum benefit level to remain equal to the average property tax bill for the calendar year in which the budget is prepared for each year's Rent Relief program expenditures. The increased benefit level is consistent with (but not specifically mentioned in) the Task Force recommendations, and the sliding scale is a new feature.
  - ▶ Provide monthly rather than annual payments.
  - ▶ Have year-round open enrollment for this program.

### ■ III.C. Actions to Remove Barriers to Affordable Housing

In the first Five-Year Consolidated Plan submitted in 1995, the City discussed public policies that the Developer Subcommittee of the Ad Hoc Affordable Housing Advisory Committee identified as barriers to developing affordable housing. The City has considered these issues and concerns, and, as discussed in the Strategic Five-Year Plan of the Consolidated Plan, concluded that the current policies regarding planning and zoning are appropriate and necessary. Therefore, the City has not identified any barriers to affordable housing requiring that action be taken for removal.

### ■ III.D. Actions to Evaluate and Reduce Lead-Based Paint Hazards

In response to the September 15, 2000 effective date of HUD's Title X regulations on lead-based paint, the Office of Housing developed procedures to ensure that City programs are operating in accordance with the regulation. All HAP purchasers are provided with a copy of the Environmental Protection Agency pamphlet "Protect Your Family From Lead in Your Home" and must receive a disclosure form from the seller noting any known presence of lead-based paint. Units identified for purchase must be visually inspected for scaling, cracked, peeling or chipped paint by a certified risk assessor or Housing Quality Standard (HQS) inspector trained in visual assessment.

For cases in which deteriorated paint surfaces are identified, the City now requires that such surfaces be stabilized before the homebuyer moves into the home. Such work must be conducted using safe work practices, and clearance testing must be conducted to determine that the lead hazard activities are complete. Prior to loan closing, and within 15 calendar days of the completion of lead hazard reduction activities, the homebuyer must be notified of the results of the clearance examination in a detailed report.

Assessments are also conducted when painted surfaces are to be disturbed or replaced through the City's Home Rehabilitation Loan Program. All costs associated with soil analysis tests (which must be done by the state) and the abatement of lead-based paint hazards will be included as part of the client's rehabilitation loan. The level of assistance being provided determines the actions to be taken

to meet the requirements of the Title X regulations. The federal requirements followed by the Office of Housing are related to the amount of federal assistance and are broken down into three categories:

- ▶ Assistance of \$5,000 or less: Conduct paint testing on the painted surfaces to be disturbed or replaced during rehabilitation and repair any paint that is disturbed. Perform clearance examination of worksite in accordance with HUD regulations. Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than 20 square feet on the exterior and two square feet on the interior in any one room.
- ▶ Assistance of \$5,001-\$25,000: Conduct paint testing on the painted surfaces to be disturbed or replaced during rehabilitation. Perform a risk assessment to include exterior painted surfaces, and perform interim controls on all lead-based paint hazards identified.
- ▶ Assistance of \$25,000 or greater: Conduct paint testing on the painted surfaces to be disturbed or replaced during rehabilitation and perform a risk assessment to include exterior painted surfaces. Abate all lead-based hazards identified by the paint testing or risk assessment and any lead-based paint hazards created as a result of the rehabilitation work. Interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation. This would refer to items that may be identified in the risk assessment but are not included in the scope of work for rehabilitation.

The level of hazard reduction required in connection with activities undertaken through the Home Rehabilitation Loan Program depends on the level of assistance as listed above. In accordance with applicable regulations, the City takes specific actions to ensure the reduction of lead hazards. In the event that existing paint is disturbed during rehabilitation, the City ensures that the disturbed paint surface is repaired and that a new coat of paint is applied. At all times during rehabilitation, the City ensures that interim controls and standard treatment practices are followed. These include addressing friction and impact surfaces, creating smooth and cleanable surfaces, encapsulation, removing or covering lead-based paint components, and paint stabilization. The City also follows regulatory requirements regarding abatement and permanently removes lead-based paint hazards, often through paint and component removal and enclosure. In addressing these hazards, the City follows safe work practices for all work to be completed on lead-based paint surfaces. These practices are required on interior surfaces larger than two square feet and on exterior surfaces larger than 20 square feet.

As part of the City's lead-abatement program, all applicants for the Home Rehabilitation Loan Program have their homes tested for lead-based paint and have a risk assessment conducted when the federal funding involved exceeds \$5,000. Testing on homes with federal assistance of \$5,000 or less depends upon the type of work proposed for rehabilitation. All testing and risk assessments, as well as clearance of any identified lead hazards, are performed by a certified lead-based paint inspector and a certified risk assessor to determine if rehabilitated units are safe for future occupants. All initial meetings with the loan applicant and the architect include a discussion of lead-based paint requirements that may result in additional rehabilitation work and/or costs that were not anticipated by the client. If necessary to cover the cost of lead abatement activities, the program's loan limits can be exceeded, and the loan-to-value ratio can go as high as 110% of the home's value.

The Health Department will continue its lead-screening program for children during City FY 2004 at

a projected cost of \$2,700 (not including follow-up or case management). An estimated 400 tests will be conducted to determine if the lead level of Alexandria children is above acceptable levels. Children with screening (capillary) levels above 10  $\mu\text{g}/\text{dl}$  will have venous blood tested for lead levels. For children determined to have venous blood lead levels above 15  $\mu\text{g}/\text{dl}$ , the Health Department will conduct environmental tests using its lead-based paint analyzer on suspect buildings in the City where these children live or play. Children with marked elevations will receive case management for necessary treatment and follow-up.

### ■ III.E. Actions to Reduce the Number of Poverty Level Families

The City's strategy regarding assistance to households with incomes below the federal poverty line is generally to support those programs, within available funds, that will help reduce the number of these households by improving their economic status through education, job training and job placement, and other support services. Many of the supportive housing and services for the extremely-low and low-income as previously described in this Plan, especially those for homeless and at-risk persons, also coincide with this strategy. As noted, many of the City programs and services are offered in coordination with other public, private and non-profit organizations. Non-housing programs that are part of the City's anti-poverty strategy are discussed in Section III.G below. These programs will continue during City FY 2004.

### ■ III.F. Actions to Develop the Institutional Structure

The organizational structure for carrying out the City of Alexandria's affordable and supportive housing strategy is well-developed and involves a variety of public and private entities. This formal structure is very effective in implementing activities and programs to meet community needs.

The City government, public agencies such as ARHA, and the network of private provider agencies which offer supportive services in collaboration with public agencies aggressively pursue opportunities that will provide additional resources for particular steps on the continuum of services. The City's especially strong commitment to developing resources for programs that foster self-sufficiency and homeownership opportunities remains the cornerstone of its strategy to further develop the institutional structure. As noted in the Five-Year Strategic Plan section of the City's FY 2001-2005 Consolidated Plan, the City has implemented a homeownership counseling program for all applicants and prospective applicants to the Homeownership Assistance Program (HAP) and the Moderate Income Homeownership Program (MIHP), to assist in preparing them for the responsibilities of homeownership. The City also continues to sponsor its annual homeownership fair to provide information and assistance to residents about purchasing a home.

### ■ III.G. Coordination Between Public and Private Housing and Social Service Agencies

Public and private agencies in Alexandria will continue to effectively coordinate their efforts in meeting the housing and support service needs of its citizens. There are many methods through which

extensive coordination currently occurs, some of which have been discussed previously in Section II, in the subsections entitled " Service Delivery and Management." Additional collaborative efforts taking place in the community are described below.

- ▶ Provision of services to the homeless and the development of Alexandria's Continuum of Care for homeless services is coordinated by the Department of Human Services' Office of Community Services (OCS) via the previously-described Homeless Services Coordinating Committee (HSCC). HSCC links City agencies (the OCS, the Health Department, the Office of Employment Training, Housing, and Mental Health, Mental Retardation, and Substance Abuse) with shelter providers and other homeless-serving non-profit organizations in Alexandria. Via its monthly meeting, HSCC shares information, prioritizes service needs and performs planning tasks to implement the City's strategy to combat homelessness.
- ▶ The Northern Virginia Coalition for the Homeless, comprised of representatives of the Northern Virginia jurisdictions and homeless service providers, will continue to address homelessness issues and concerns on a regional basis.
- ▶ Supportive services for the elderly will continue to be coordinated by the Alexandria Long Term Care Coordinating Committee, which includes members from a variety of public and private organizations that serve the elderly's long-term care needs.
- ▶ ARHA and City agencies also frequently, and informally, coordinate their efforts to serve the public housing residents. In addition, the Family Self-Sufficiency Coordinating Group, with representatives from ARHA, City agencies and community members, coordinates service delivery efforts.
- ▶ The Department of Human Services, Whitman-Walker Clinic of Northern Virginia and Northern Virginia AIDS Ministry coordinate an array of services provided to persons with HIV/AIDS through each individual client's respective case manager. The Health Department and other organizations are also involved in providing HIV/AIDS-related services. Support services are coordinated regionally via the Northern Virginia HIV Consortium, which is supported by the Northern Virginia Regional Commission (NVRC). NVRC also distributes the region's HOPWA funding to participating jurisdictions.

### ■ III.H. Fostering of Public Housing Improvements and Resident Initiatives

#### Public Housing Improvements

ARHA is committed to the provision of decent, safe and sanitary housing, and has placed a high priority on addressing code deficiencies and replacing essential items in its housing developments. Each January, ARHA receives an annual allocation of approximately \$1.6 million in capital funds which must be spent within a four year period. During City FY 2004, capital fund monies will be used for kitchen and bathroom modernization, parking lot resurfacing and sidewalk repair, exterior door replacement and exterior painting to the existing public housing stock. The roofs at Andrew Adkins and the Ladrey High-Rise will also be replaced during this period. In addition, in City FY 2002, ARHA was awarded

\$531,714 in City CDBG funds, which will be used in conjunction with capital funds for the complete rehabilitation of the Jefferson Village development. Rehabilitation of Jefferson Village will continue into City FY 2004 and will include the installation of new flooring throughout, new kitchens and bathrooms, new electrical, heating and air conditioning, and new plumbing fixtures.

### **ARHA Resident Initiatives**

ARHA established its Social Services Division in 1999 to implement structured programs emphasizing education, training, and employment intended to promote self-sufficiency for residents. This division addresses the service needs of public housing residents in a holistic manner, providing a range of training, employment services, social program services, community referrals and other assistance in order to help break the cycle of dependency. The goal is to help residents of ARHA housing gain economic self-sufficiency and financial independence through better-paying jobs and/or their own businesses.

To reduce crime and substance dependence and to promote the safety of residents of ARHA housing, the Social Services Division has developed a number of safety and security-focused programs and resident initiatives within the ARHA community, which focus on prevention activities. Much of the impetus for these services comes from outside ARHA developments, and the efforts are as much to protect the local ARHA community as to identify ARHA residents in violation of the law.

The Social Services Division's programs are funded through competitive grants from the U.S. Department of Labor and the U.S. Department of Housing and Urban Development (HUD), with matching funds and in-kind services provided by ARHA, local government agencies, community groups, faith-based organizations and non-profits. The division is constantly pursuing grant funds, usually in competition with other public housing authorities, resident councils, local and state governments and non-profit organizations.

A description of the services provided by ARHA's Social Services Division follows.

**Public Housing Drug Elimination Program:** The Public Housing Drug Elimination Program (PHDEP) undertakes to reduce drug use and drug-related crime in and around the public housing community through prevention, intervention, treatment, structured aftercare and support systems services. The program's coordinator works with the ARHA Resident Police Officers (RPOs), non-resident Alexandria Police officers and ARHA off-duty officers to reduce Part I and Part II Offenses, and with public and assisted housing residents to establish neighborhood watches and resident foot patrols. The program also identifies local agencies, businesses, nonprofit organizations, colleges and universities, and community groups to provide supplemental services, treatment planning, family support services and outreach activities to market the availability of drug prevention programs to youths and adults in public housing.

ARHA also partners with the Substance Abuse Services division of the City's Department of Mental Health, Mental Retardation and Substance Abuse in the Strengthening the Family Program, which currently has 20 participating families. Through this program, parents learn to promote desired

behaviors in children by using attention and reinforcement methods, communication, substance abuse education, problem solving skills, limit-setting and maintenance. Children not only develop communication, problem-solving and social skills, but learn to understand feelings, resist peer pressure and comply with parental rules. Discussions about substance use are held for both groups. Creative strategies used to retain program participants include the provision of child care, transportation, food coupons and family meals. It is anticipated that this program will continue during City FY 2004. Though PHDEP grant funding received from HUD in prior years, which is currently used along with other private funding to support this program, is expected to have been fully expended by early City FY 2004, ARHA intends to seek alternative sources of funding to replace these monies.

ARHA's Family Resource Learning Center (FRLC), which is described in more detail below, supplements services provided through the PHDEP program. As part of FRLC activities, ARHA has partnered with Families First of Alexandria, Inc. to implement the Partnership in Healing Program, which targets 200 youths aged 12-18 in public housing and Section 8 units. This program conducts workshops to teach youth to respect each other, how to restrain from violence and anger management. ARHA will perform the following services related to the Partnership in Healing Program:

- Perform pre and post-testing regarding youth's perception of violence.
- Help with identification and recruitment of public housing and Section 8 youth for workshops.
- Compile a log of students' progress, attitudes and ideas regarding violence reduction.

**Community Policing and Crime Prevention:** Community policing and crime prevention activities are expected to continue during City FY 2004. ARHA has established a strong relationship with the Alexandria Police Department (APD). In addition to providing a wide array of traditional police services, APD has worked with ARHA to develop a Residential Police Officer (RPO) program in which ARHA provides public housing units to police officers who are assigned to serve that particular public housing community. There are currently four RPOs in the program. APD also provides several community police officers who engage in non-traditional policing strategies to prevent drug-related crime and provide prevention programs within the community. In addition, the APD and the Commonwealth Attorney work closely with ARHA under its "One-Strike" policy to effect the expeditious eviction of residents engaged in drug-related activities.

ARHA employs off-duty police officers to patrol designated high-risk housing communities (Samuel Madden, Andrew Adkins, James Bland, James Bland Addition, Jefferson Village and Ladrey), as well as other ARHA communities as the need arises. These officers work closely with the RPOs within these areas. Meetings are held each month with ARHA staff, resident council representatives, the RPOs, and the APD community police officers to communicate ideas, identify problems, address solutions, and ensure overall cooperation. The RPOs often refer residents, especially elderly persons, to the Social Services Division for assistance and work closely with the children in the Family Resource Learning Center.

**Welfare-to-Work Efforts:** ARHA received a Welfare-to-Work (WtW) grant from the U.S. Department of Labor in January 1999, which has been extended to September 2003 as the initiative exceeded its

initial goals, while only expending a portion of the available funding. The Welfare-to-Work program is a work-first effort aimed at reaching 250 hard-to-employ Temporary Assistance for Needy Families (TANF) recipients living in public housing or who have Section 8 assistance. The ARHA program has been dubbed "Success First!". For the grant extension period, it is anticipated that 130 participants will be placed in unsubsidized jobs through the Success First! Program. ARHA will seek other sources of funding in order to continue WtW services during City FY 2004 after the WtW grant extension period is over in September 2003.

The Success First! Program (SFP) works closely with the Department of Human Services' Division of Family Services (DFS), which is the local TANF office, to ensure that the proper steps are taken in meeting the eligibility requirements of the WtW grant. Verification of participant status, collaboration procedures, and other related matters are addressed in regular meetings with DFS staff and the WtW Advisory Committee, which is comprised of representatives from local government, community organizations, churches and educational institutions. Partnerships have been established with the DFS, the Virginia Department of Criminal Justice Services, the Private Industry Council (PIC), the Marriott Corporation, Northern Virginia Family Service, local businesses and other public and private entities to help ARHA assist TANF recipients and hard-to-employ public housing residents and Section 8 recipients obtain job placements, training, and supportive services. WtW staff also work with Judge Stephen W. Rideout at the Juvenile and Domestic Relations Court to recruit non-custodial parents affiliated with families in publicly-assisted housing who are responsible for child support payments so that such parents can find employment and meet their child support obligations.

WtW program participants are also referred to "Money Smart" trainings, which provide basic financial education and are offered through the City's JobLink program (see Section II.B.2 under "Employment Training"). In addition, WtW staff further efforts to promote family stability, community empowerment and economic independence for clients who receive Section 8 vouchers by coordinating their efforts with ARHA's Family Self-Sufficiency (FSS) program, which targets this particular population.

***Resident Opportunity Self-Sufficiency Program:*** The Resident Opportunity Self-Sufficiency (ROSS) Program enables elderly and/or disabled public or ARHA-assisted housing residents to become self-sufficient and to maintain their dignity and independence. Funded by HUD, this program provides elderly and/or disabled public or ARHA-assisted housing residents with: counseling and case management services (through which clients are assisted with such matters as medical appointment scheduling, prescription pick-up, Medicaid and Food Stamp reviews/applications, identification of aid for prescription costs or rental payments and enrollment in food distribution programs); home health aide services (which provide assistance with housekeeping chores, medical escort for doctors appointments, consumer shopping and socialization); weekend/holiday meals; and podiatry and chiropractic services.

The ROSS program also provides a home health aide employment and training program for public housing residents, wherein public housing residents are employed in subsidized positions to provide home health services to ROSS clients and are offered the opportunity for further training that will enable them to move into unsubsidized jobs in the health care field. In addition, the ROSS grant funds a Creative Wellness Help class that during City FY 2004 will be provided to an estimated 25 residents

of Annie B. Rose House and Ladrey High-Rise.

Though the ROSS grant for the period January through December 2003 was cut substantially, from \$233,000 to \$100,000, ARHA expects that during this period the program will maintain 85% of its service levels with assistance from local government agencies, non-profits and faith-based organizations. ROSS funding that may be available to support services for the remainder of City FY 2004 after December 2003 are unknown at the time of this writing.

**Youth Leadership Program:** Funding for the Youth Leadership Program (YLP), which was provided by the Virginia Department of Criminal Justice Services, expired during City FY 2002 and no replacement grant was offered. YLP program functions have been assumed by the FRLC described below.

**Family Resource Learning Center:** The PHDEP coordinator is also the acting director of the Family Resource Learning Center (FRLC). The Center provides a variety of educational, social, and cultural activities for public housing children of all ages, which will be partially funded with the remaining PHDEP grant monies. As with the Public Housing Drug Elimination Program described above, ARHA will seek other sources of funding to replace PHDEP grant monies once the funds remaining from prior years have been expended.

The FRLC houses an after-school academic program that focuses on Standards of Learning (SOL). Through this program, the center currently serves 52 children on a routine basis, providing assistance with daily homework, projects, reports, and class preparation. Meals are provided for the children after school by the Capital Area Food Bank and, with the Food Bank's help, a Kid's Café Program has been implemented. It is expected that the after-school academic program will maintain similar service levels during City FY 2004.

The FRLC also offers an annual Summer Academic Program (SAP), which focuses on Language Arts/Reading, Math, Science and Social Studies and is expected to continue during City FY 2004. Curricula are developed in accordance with both the Virginia SOL and the Alexandria City Public Schools curriculum. SAP participants receive breakfast and lunch furnished daily by the U.S. Department of Agriculture (USDA). Certificates are awarded to the children at the completion of the summer program. The parents who exhibit the most positive participation and assistance with their children are also awarded certificates.

ARHA anticipates renewed funding from a private foundation to implement its "Read to Succeed" program during City FY 2004. This program, which will be offered to children living in public and assisted housing during the Alexandria schools' summer break (July 2003 through August 2003), is intended to increase participants' reading levels, as well as their exposure to the broader world.

Standards for participation in FRLC programs are quite formal and are spelled out in operating procedures. Absenteeism and tardiness are not tolerated, and parents are expected to take an interest in their children's progress. Parent involvement in these initiatives is facilitated by the Parent's Council, which is comprised of parents with children in FRLC programs and meets monthly with the Center's community liaison.

The FRLC's Computer Center, which is primarily used by children in FRLC programs, is also available to other community residents. Computer training is offered to both children and adults. In addition, staff offer GED classes at the FRLC, as well as employment referrals and other assistance to residents seeking jobs. The latter efforts are furthered by the PHDEP coordinator's service on the Alexandria Employment Commission.

**Scholarships for ARHA Residents:** ARHA's scholarship program is designed to assist students who are residents of public or assisted housing in the City and who have demonstrated exceptional scholastic ability, as well as a need for supplemental income to meet college expenses. The PHDEP grant will provide up to \$500 per student and additional monies will be raised by ARHA staff. Students receiving these scholarships are provided with continuing aid through their four years of college and additional scholarships are awarded each year. During City FY 2004, it is estimated that two new scholarships of \$1,000 each will be awarded and four scholarships of \$1,000 each will be provided as continuing aid to prior recipients.

**Senior Services Outreach Program:** The Senior Services Outreach program offers an array of services to elderly and disabled residents of the Ladrey Highrise, the Annie B. Rose House, and ARHA's other public housing units. The Senior Service Coordinator works in concert with ARHA's social services staff, local government and private agencies, churches, civic groups, and other community entities to ensure timely delivery of services. Referrals are made to address residents' medical, dental, mental health, legal, food, clothing, personal care, transportation, financial management, social, and spiritual needs. The senior service coordinator also plays an integral role in the monthly Ladrey/Rose Coordinating Committee meetings, which are held in the Ladrey Conference Room.

More than 2,500 requests for services are expected to be handled directly by ARHA's Senior Service Coordinator and/or through referrals to the appropriate agency. This number includes some residents for whom multiple contacts were necessary. Residents' needs include medical/dental care, completion of forms/applications, supportive counseling/mental health, financial assistance, legal, food/personal care, special transportation, fuel assistance, protective services, and holiday/recreational activities.

Special activities offered as part of the Senior Services Outreach Program include a weekly "Think Well, Feel Well" support group, and the "Friendly Visitors" program sponsored by the American Red Cross through which residents receive social visitors. Anticipated attendance at these activities ranges from 12 to 20 residents each week.

As "Aging in Place" is a concern in both the Ladrey and Annie B. Rose communities, ARHA staff is involved in the Health Committee of the Alexandria Commission on Aging, which holds monthly meetings and other activities to plan short-term and long-term strategies to address this issue.

## **APPENDIX I**

**Federal Application and Certification Forms  
Listing of City FY 2004 Proposed Projects  
City FY 2004 CDBG and HOME Budgets**

■ **Application for FFY 2003 Community Development Block Grant and Home Investment Partnerships Program Funds**

This Appendix serves as the City's application for Federal Fiscal Year 2003 Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Program funds. These funds will cover the City's Fiscal Year 2004, from July 1, 2003 to June 30, 2004. For nearly three decades, the City of Alexandria's highest community development priority has been to provide affordable housing opportunities for its low- and moderate-income citizens. Alexandria's 29th year CDBG and FFY 2003 HOME programs reflect the City's continued commitment to that objective.

From City FY 1976 through City FY 2003, the City has received \$35,105,000 in CDBG funds and has utilized the vast majority of these funds to address housing needs. With the inception of the HOME Program in 1990, under which the City has received \$6,474,000 from City FY 1993 through City FY 2003, the City has been able to address additional housing needs.

Together, the CDBG and HOME programs will continue the City's ongoing efforts to provide homeownership opportunities for low- and moderate-income homebuyers, housing rehabilitation assistance to income-eligible homeowners, and transitional housing assistance to homeless families, to remove blighting influences, and otherwise address the housing needs of its low- and moderate-income citizens and neighborhoods. In addition, the City will continue its efforts to identify and eradicate illegal housing discrimination, and will assist in efforts to further economic development initiatives in the City's state-designated Enterprise Zone and the Potomac West target area.

As shown on the Tables B and C included in this Appendix, the City's total consolidated HUD allocation is for Federal FY 2003 is \$2,442,647, including \$1,533,000 in CDBG funding and \$909,647 in HOME Program funding. The pages following Tables B and C, labeled "Listing of Proposed Projects," provide information on the proposed use of the CDBG and HOME funds, including a description of each proposed activity, funding sources, proposed accomplishments, information as to whether the activity will benefit the homeless or persons with HIV/AIDS, and the location of the activity. The CDBG-funded activities will include a local code number, the regulatory citation for eligible activities under the CDBG Program as well as the national objective citation (the national objective citation is not applicable to HOME Program-funded activities).

Following the Proposed Projects in this Appendix are the certifications which are required as a condition of receiving the federal funds. In addition, the City has included specific HOME Program requirements, which must be part of its application for these funds.

**TABLE B**

**CDBG 29<sup>th</sup> Year Proposed Budget  
July 1, 2003 - June 30, 2004**

<b>PROGRAM</b>	<b>28<sup>th</sup> Year Grant</b>	<b>Carryover Funds</b>	<b>Program Income</b>	<b>Total Funds Available</b>	<b>Percent of Budget</b>
Blighting Influences	\$51,192	\$69,297		\$120,489	7.1%
CDBG Program Administration	\$189,296	\$14,769		\$204,065	12.0%
Eviction Assistance & Furniture Storage *	\$70,000			\$70,000	4.1%
Fair Housing Testing Program	\$33,309	\$12,863		\$46,172	2.7%
Home Rehabilitation Loan Program*	\$809,315	\$49,570	\$21,157	\$880,042	51.7%
Rental Accessibility Modification Program*	\$156,277			\$156,277	9.2%
Homeownership Assistance Program *	\$109,292			\$109,292	6.4%
Submissions and Applications for Federal Programs/Public Information	\$12,319	\$3,181		\$15,500	0.9%
Transitional Assistance Program*	\$82,000			\$82,000	4.8%
Winter Shelter*	\$20,000			\$20,000	1.2%
<b>TOTALS</b>	<b>\$1,533,000</b>	<b>\$149,680</b>	<b>\$21,157</b>	<b>\$1,703,837</b>	<b>100%</b>

\* These are programs benefitting low- and moderate-income persons. Funds for these programs constitute approximately 92% of non-administrative programs (general administrative costs are presumed to benefit low- and moderate-income persons in the same proportion).

Table C

FFY 2003 Home Investment Partnerships Program Proposed Budget  
July 1, 2003 - June 30, 2004

Program	FFY 2003 Grant	MATCHING FUNDS		Carryover Funds	Total Funds Available	Percent of Budget
		City General Fund	Other Match			
HOME Administration	\$89,617				\$89,617	4.2%
HOME Homeownership	\$112,610	\$12,955	\$15,197	\$734,238	\$875,000	40.7%
HOME Housing Development Assistance	\$240,000	\$60,000		\$300,000	\$600,000	27.9%
HOME Rehabilitation	\$252,638	\$63,161			\$315,799	14.7%
City Special Project	\$214,782		\$53,696		\$268,478	12.5%
<b>TOTAL</b>	<b>\$909,647</b>	<b>\$136,116</b>	<b>\$68,893</b>	<b>\$1,034,238</b>	<b>\$2,148,894</b>	<b>100.0%</b>

# Application for Federal Assistance



03125

OMB Approval No. 0348-0043

		2. Date Submitted (mm/dd/yyyy) <b>05/15/2003</b>	Applicant Identifier <b>B-03-MC-51-0001</b>
1. Type of Submission Application <input type="checkbox"/> Construction <input type="checkbox"/> Pre-application Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		3. Date Received by State (mm/dd/yyyy)	State Application Identifier
5. Applicant Information Legal Name <b>CITY OF ALEXANDRIA, VA</b>		Organizational Unit <b>OFFICE OF HOUSING</b>	
Address (give city, county, State, and zip code) <b>P. O. Box 178 301 King Street, City Hall Alexandria, VA 22313</b>		Name and telephone number of the person to be contacted on matters involving this application (give area code) <b>Mildrilyn Stephens Davis, Director (703) 838-4990</b>	
6. Employer Identification Number (EIN) (xx-yyyzzzz) <b>54 - 6001103</b>		7. Type of Applicant (enter appropriate letter in box) <span style="border: 1px solid black; padding: 2px;"><b>C</b></span>	
8. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify)		A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Nonprofit O. Public Housing Agency P. Other (Specify)	
9. Name of Federal Agency <b>U.S. Dept. of Housing &amp; Urban Development</b>		11. Descriptive Title of Applicant's Project <b>Proposed Use of Funds for the Community Development Block Grant (CDBG), 29th Program Year</b>	
10. Catalog of Federal Domestic Assistance Number (xx-yyy) Title: <b>14 - 218</b> <b>Housing and Community Development Act of 1974</b>			
12. Areas Affected by Project (cities, counties, States, etc.) <b>City of Alexandria</b>			
13. Proposed Project Start Date (mm/dd/yyyy) <b>07/01/2003</b> Ending Date (mm/dd/yyyy) <b>06/30/2004</b>		14. Congressional Districts of a. Applicant <b>8th</b> b. Project <b>8th</b>	
15. Estimated Funding		16. Is Application Subject to Review by State Executive Order 12372 Process?	
a. Federal	\$ 1,533,000 .00	a. Yes This pre-application/application was made available to the State Executive Order 12372 Process for review on: Date (mm/dd/yyyy) _____	
b. Applicant	\$ .00	b. No <input checked="" type="checkbox"/> Program is not covered by E.O. 12372	
c. State	\$ .00	or <input type="checkbox"/> Program has not been selected by State for review.	
d. Local	\$ .00		
e. Other	\$ 149,680 .00		
f. Program Income	\$ 21,157 .00	17. Is the Applicant Delinquent on Any Federal Debt? <input type="checkbox"/> Yes    If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
g. Total	\$ 1,703,837 .00		
18. To the best of my knowledge and belief, all data in this application/pre-application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative <b>Philip Sunderland</b>		b. Title <b>City Manager</b>	c. Telephone Number (include Area Code) <b>(703) 838-4300</b>
d. Signature of Authorized Representative		e. Date Signed (mm/dd/yyyy)	

# Application for Federal Assistance



03125

OMB Approval No. 0348-0043

		2. Date Submitted (mm/dd/yyyy) <b>05/15/2003</b>	Applicant Identifier <b>M-03-MC-51-0501</b>
1. Type of Submission Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. Date Received by State (mm/dd/yyyy)	
		4. Date Received by Federal Agency (mm/dd/yyyy)	
		Federal Identifier <b>M-03-MC-51-0501</b>	
5. Applicant Information			
Legal Name <b>CITY OF ALEXANDRIA</b>		Organizational Unit <b>OFFICE OF HOUSING</b>	
Address (give city, county, State, and zip code) <b>P. O. Box 178 301 King Street, City Hall Alexandria, VA 22313</b>		Name and telephone number of the person to be contacted on matters involving this application (give area code) <b>Mildrilyn Stephens Davis, Director (703) 838-4990</b>	
6. Employer Identification Number (EIN) (xx-yyyymm)		7. Type of Applicant (enter appropriate letter in box)	
<b>54</b> - <b>6001103</b>		<b>C</b>	
8. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify)		A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Nonprofit O. Public Housing Agency P. Other (Specify)	
9. Name of Federal Agency <b>U.S. Dept. of Housing &amp; Urban Development</b>		11. Descriptive Title of Applicant's Project <b>Proposed Use of FFY 2003 Home Investment Partnerships (HOME) Program funds.</b>	
10. Catalog of Federal Domestic Assistance Number (xx-yyy) Title: <b>14</b> - <b>239</b> <b>National Affordable Housing Act of 1990</b>			
12. Areas Affected by Project (cities, counties, States, etc.) <b>City of Alexandria</b>			
13. Proposed Project Start Date (mm/dd/yyyy) <b>07/01/2003</b> Ending Date (mm/dd/yyyy) <b>06/30/2004</b>		14. Congressional Districts of a. Applicant <b>8th</b> b. Project <b>8th</b>	
15. Estimated Funding		16. Is Application Subject to Review by State Executive Order 12372 Process?	
a. Federal	\$ 909,647 .00	a. Yes This pre-application/application was made available to the State Executive Order 12372 Process for review on: Date (mm/dd/yyyy) _____	
b. Applicant	\$ 205,009 .00	b. No <input checked="" type="checkbox"/> Program is not covered by E.O. 12372	
c. State	\$ .00	or <input type="checkbox"/> Program has not been selected by State for review.	
d. Local	\$ .00		
e. Other	\$ 1,034,238 .00		
f. Program Income	\$ .00	17. Is the Applicant Delinquent on Any Federal Debt? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
g. Total	\$ 2,148,894 .00		
18. To the best of my knowledge and belief, all data in this application/pre-application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative <b>Philip Sunderland</b>		b. Title <b>City Manager</b>	c. Telephone Number (Include Area Code) <b>(703) 838-4300</b>
d. Signature of Authorized Representative		e. Date Signed (mm/dd/yyyy)	

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0001	Blighting Influences Program	01 Acquisition of Real Property	CDBG \$ 51,192
	Housing	570.201(a)	ESG \$ 0
		1 Housing Units	HOME \$ 0
	This program is designed to remove blighting, unsanitary and dangerous housing conditions from vacant properties in Potomac West and portions of Potomac East. The program seeks to have property owners remove the blighting conditions, but also enables the City to acquire and to dispose of blighted properties when necessary. Whenever economically feasible, properties acquired by the City are rehabilitated and sold to low- and moderate-income homebuyers. Proposed Accomplishments reflects number of acquired properties. Other Proposed Accomplishments include the removal of blight from six properties and the sale of one property.		HOPWA \$ 0
			Prior Funding
			CDBG \$ 69,297
			TOTAL \$ 120,489
			Total Other Funding \$ 0

Help the Homeless? No Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility: 570.208(b)(1) - Slums / Blight Area  
 Subrecipient: Local Government  
 Location(s): CT & BG's

CT: 200798 BG: 0 County: 51510	CT: 201400 BG: 0 County: 51510	CT: 201801 BG: 2 County: 51510
CT: 201202 BG: 0 County: 51510	CT: 201500 BG: 1 County: 51510	CT: 201801 BG: 3 County: 51510
CT: 201203 BG: 0 County: 51510	CT: 201500 BG: 2 County: 51510	CT: 201801 BG: 4 County: 51510
CT: 201204 BG: 0 County: 51510	CT: 201600 BG: 0 County: 51510	CT: 201900 BG: 2 County: 51510
CT: 201300 BG: 0 County: 51510	CT: 201801 BG: 1 County: 51510	CT: 201900 BG: 3 County: 51510

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0005	CDBG Program Administration	21A General Program Administration	CDBG	\$ 204,065
	Planning & Administration	570.206	ESG	\$ 0
		0 N/A	HOME	\$ 0
	General management, oversight and coordination of all Community Development Block Grant (CDBG) Program-funded activities and programs.		HOPWA	\$ 0
			TOTAL	\$ 204,065
			Total Other Funding	\$ 0

Help the Homeless? No

Start Date: 07/01/03

Help those with HIV or AIDS? No

Completion Date: 06/30/04

Eligibility:

Subrecipient: Local Government

Location(s): N/A

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0002	Eviction Assistance and Furniture Storage	05 Public Services (General)	CDBG	\$ 70,000
	Homeless & HIV/AIDS	570.201(e)	ESG	\$ 0
		80 Households (General)	HOME	\$ 0
			HOPWA	\$ 0
	This program provides for the transportation and storage of possessions of households that are about to be evicted and that lack of a suitable place to store them. These possessions may be stored for up to 60 days, giving families additional time to find replacement housing. The program is administered by the Department of Human Services' Office of Community Services.		TOTAL	\$ 70,000
			Total Other Funding	\$ 0

Help the Homeless? Yes Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Local Government  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0007	Fair Housing Testing Program	21D Fair Housing Activities (subject to 20% Admin cap)	CDBG \$ 46,172 ESG \$ 0
	Planning & Administration	570.206	HOME \$ 0 HOPWA \$ 0
	This program will fund the testing of rental properties and realtors in the City of Alexandria to identify any discriminatory practices in the rental and sales housing market. Approximately 100 tests are planned using 20 testers.	0 N/A	TOTAL \$ 46,172 Total Other Funding \$ 0

Help the Homeless? No  
Help those with HIV or AIDS? No

Start Date: 07/01/03  
Completion Date: 06/30/04

Eligibility:  
Subrecipient: Local Government  
Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0009	HOME Program Administration	21H HOME Admin/Planning Costs of PJ (subject to 10% cap)	CDBG	\$ 0
	Planning & Administration		ESG	\$ 0
			HOME	\$ 89,617
			HOPWA	\$ 0
	General management, oversight and coordination of Home Investment Partnerships (HOME) Program-funded programs and projects.	0 N/A	TOTAL	\$ 89,617
			Total Other Funding	\$ 0

Help the Homeless? No  
 Help those with HIV or AIDS? No

Start Date: 07/01/03  
 Completion Date: 06/30/04

Eligibility:  
 Subrecipient: Local Government  
 Location(s): N/A

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0003	Home Rehabilitation Loan Program	14A Rehab; Single-Unit Residential	CDBG \$ 809,315
	Housing	570.202	ESG \$ 0
		15 Households (General)	HOME \$ 252,638
	Eligible households may receive zero-interest, deferred payment rehabilitation loans to cover construction costs of up to \$90,000. Loans are also available citywide to assist owners of single family homes to adapt their properties to accommodate the needs of mobility-impaired households members. All loans must be repaid in full in 99 years; however loans become immediately due and payable if the property is sold or transferred during this period of time.		HOPWA \$ 0
			Prior Funding
			CDBG \$ 49,570
			TOTAL \$ 1,111,523
			Other Funding
			HOME Local Match Funds \$ 63,161
			Program Income \$ 21,157
			Total Other Funding \$ 84,318

Help the Homeless? No  
Help those with HIV or AIDS? No

Start Date: 07/01/03  
Completion Date: 06/30/04

Eligibility: 570.208(a)(3) - Low / Mod Housing  
Subrecipient: Other ...  
Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0011	Homeownership Assistance Program	13 Direct Homeownership Assistance	CDBG \$ 109,292 ESG \$ 0
	Housing	570.201(n)  25 Households (General)	HOME \$ 112,610 HOPWA \$ 0
	The Homeownership Assistance Program provides homeownership opportunities for low- and moderate-income households. Eligible households may receive up to \$35,000 for downpayment and settlement cost assistance. Purchasers must provide a minimum of \$2,000 toward the required downpayment and settlement costs. Qualified purchasers of homes may also obtain below-market interest rate mortgages through the Virginia Housing Development Authority (VHDA). Program funds may be used to purchase single-family homes, condominiums, or shares in cooperatives. Program funds may also be used to acquire and rehabilitate properties for resale under this program.		Prior Funding HOME \$ 734,238  TOTAL \$ 956,140  Other Funding Local Match Funds \$ 12,955 Other Funds \$ 15,197 Total Other Funding \$ 28,152

Help the Homeless? No Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility: 570.208(a)(3) - Low / Mod Housing  
 Subrecipient: Local Government  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0033	HOME Housing Development Assistance	12 Construction of Housing	CDBG	\$ 0
			ESG	\$ 0
	Housing	570.204	HOME	\$ 240,000
			HOPWA	\$ 0
		0 Housing Units		
	HOME monies, along with City General Funds and monies from the City's Housing Trust Fund, will be combined to create a Housing Development Fund which will support the development of affordable sales and rental housing. Funds will be provided to non-profit and for-profit developers for use in approved acquisition, rehabilitation, pre-development, development, and construction activities.		Prior Funding	
			HOME	\$ 300,000
			TOTAL	\$ 540,000
			Other Funding	
			Local Match Funds	\$ 60,000
			Total Other Funding	\$ 60,000

Help the Homeless? No Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility:  
 Subrecipient: Subrecipient Private 570.500(c)  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>	
0010	Submissions and Applications for Federal Programs	21E Submissions or Applications for Federal Programs	CDBG	\$ 12,319
			ESG	\$ 0
	Planning & Administration		HOME	\$ 0
		570.206	HOPWA	\$ 0
	Funding for the preparation and submittal of funding applications, required Federal reports and plans.	0 N/A	Prior Funding	
		CDBG	\$ 3,181	
		TOTAL	\$ 15,500	
		Total Other Funding	\$ 0	

Help the Homeless? No Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility:  
 Subrecipient: Local Government  
 Location(s): N/A

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0012	Transitional Assistance Program (formerly Transitional Apt)	05 Public Services (General)	CDBG	\$ 82,000
			ESG	\$ 0
	Homeless & HIV/AIDS	570.201(e)	HOME	\$ 0
			HOPWA	\$ 0
		110 Households (General)		
			TOTAL	\$ 82,000
	This program provides financial assistance to homeless and overcrowded low-income households who need an affordable residence in order to make the transition from emergency shelter to self-sufficiency. Assistance is provided in the form of one-half of the security deposit and one-half of the rent for up to three months. A member of the household must be employed and must earn enough money to qualify to rent an apartment. This program is administered by the Department of Human Services' Office of Economic Opportunities.		Total Other Funding	\$ 0

Help the Homeless? Yes Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Local Government  
 Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

<b>Project ID/ Local ID</b>	<b>Project Title/Priority/ Objective/Description</b>	<b>HUD Matrix Code/Title/ Citation/Accomplishments</b>	<b>Funding Sources</b>
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0017	Winter Overflow Shelter	05 Public Services (General)	CDBG \$ 20,000
	Homeless & HIV/AIDS	570.201(e)	ESG \$ 0
		300 Persons who are Homeless	HOME \$ 0
			HOPWA \$ 0
			TOTAL \$ 20,000
			Total Other Funding \$ 0
	<p>The winter overflow shelter program is coordinated by Carpenter's Shelter and serves up to 76 homeless single adults and families a night. In January, the Church of St. Clements and the Alfred Street Baptist Church open to provide 26 beds per night specifically for homeless males. The funds will cover the following expenses: salary and fringe benefits of monitors; supplies; food; cots; linen; utilities; transportation; and maintenance. The goal of the Alexandria Winter Overflow Shelter is to provide safe and dignified shelter and services to homeless persons unwilling or unable to adjust to a structured case management program during a time of year when living outdoors presents serious health hazards through exposure.</p>		

Help the Homeless? Yes Start Date: 11/10/03  
 Help those with HIV or AIDS? No Completion Date: 03/31/04

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Subrecipient Private 570.500(c)  
 Location(s): Addresses

930 North Henry Street, Alexandria, VA 22314  
 1701 North Quaker Lane, Alexandria, VA 22302  
 310 Alfred Street, Alexandria, VA 22314

08

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0027	Rental Accessibility Modification Program (RAMP)	14A Rehab; Single-Unit Residential	CDBG	\$ 115,363
	Special Needs/Non-Homeless	570.202	ESG	\$ 0
		8 Housing Units	HOME	\$ 0
			HOPWA	\$ 0
	This program will provide grants for accessibility modifications to rental units for tenants with disabilities. For cases in which the landlord requests that the unit be returned to its non-accessible state after the disabled tenant moves out, an appropriate source of non-federal funding will be identified.		TOTAL	\$ 115,363
			Total Other Funding	\$ 0

Help the Homeless? No Start Date: 07/01/03  
 Help those with HIV or AIDS? No Completion Date: 06/30/04

Eligibility: 570.208(a)(2) - Low / Mod Limited Clientele  
 Subrecipient: Local Government  
 Location(s): N/A

**U.S. Department of Housing & Urban Development  
 CPD Consolidated Plan  
 Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0034	City Special Project	12 Construction of Housing	CDBG \$ 0
	Housing	570.204	ESG \$ 0
		2 Housing Units	HOME \$ 214,782
			HOPWA \$ 0
	This project will involve the development of affordable housing units. Specific options are under consideration, which may involve the types of activities eligible under the HOME Housing Development Assistance project. Any portion of this project's budget that is not needed for the special project will be reallocated to the Home Rehabilitation Loan Program.		TOTAL \$ 214,782
			Other Funding
			Other Funding \$ 53,696
			Total Other Funding \$ 53,696

Help the Homeless? No  
 Help those with HIV or AIDS? No

Start Date: 07/01/03  
 Completion Date: 06/30/04

Eligibility:  
 Subrecipient: Local Government  
 Location(s): N/A

## ■ **Specific HOME Program Requirements**

### **A. Other Forms of Investment**

The Consolidated Plan requires that the City describe other forms of investment proposed for use of HOME Program funds that are not included in the HOME Program regulations. The regulations include the following eligible forms of assistance: equity investments; interest-bearing loans or advances; non interest-bearing loans for advances; interest subsidies; deferred payment loans; and grants. The City does not plan to utilize any other additional forms of investment that are not included in the HOME Program regulations.

### **B. Resale Provisions**

The City will provide home purchase assistance in the form of no interest, deferred payment, second trust loans of up to \$35,000. The resale of all HOME-assisted properties during the required affordability period will be governed by the guidelines below which have been previously approved by HUD:

- i. The City's HOME-funded loan shall be repaid in full from the net proceeds of the sale of any HOME-assisted property. If the net proceeds are less than the full amount of the HOME subsidy, the borrower shall pay the net proceeds to the City.
- ii. For resales occurring in the first five years following HOME-assisted purchase, an anti-speculation surcharge will be assessed equal to 25 percent of the loan value in the first year and decreasing by 5 percent in each subsequent year. The applicable surcharge, in combination with the loan repayment, shall not exceed the net proceeds of the sale. The City reserves the right to waive the surcharge in cases where potential speculation is not a factor (e.g., limited equity cooperatives).
- iii. Funds repaid to the City from the sales of HOME-assisted properties shall be used to assist other first-time homebuyers.

## ■ **CDBG and HOME Requirements**

### **Efforts to Utilize Minority- and Women-Owned Businesses**

As part of the City's participation in the CDBG and HOME Programs, outreach efforts to recruit and hire minority- and women-owned businesses will include the following:

1. Obtaining lists of minority and female contractors from the following agencies/organizations:
  - Licensing Board of the State of Virginia;
  - Virginia Department of Minority Business Enterprise;
  - Virginia Regional Minority Supplier Development Council;
  - The Minority Business Development Center, District Office;

- Community Development Block Grant programs in the metropolitan Washington Area;
- Minority and Women Business Development Trade Associations; and
- Purchasing Division of the City;

2. Placing advertisements in Washington Metropolitan Area publications and newspapers. The publications will include those targeted to minorities and women;

3. Making routine mailings to contractors to solicit applications from minority contractors. This has been very effective in past minority and women recruiting efforts; and

4. Involving the City's Purchasing Division in our efforts to attract minority contractors. As a result of ongoing efforts by the Office of Housing to recruit minority and women contractors, the City's Home Rehabilitation Loan Program contractor list is comprised of 14 contractors, three (21.4%) of whom are minorities. One of the three minorities is female. This list will be used, where appropriate, in selecting contractors for HOME-funded activities.

The City has a policy, implemented by the City's Purchasing Agent, to increase opportunities for participation of small minority and women-owned firms in all aspects of procurement. Efforts made to implement the policy include education and outreach to inform potential firms of the City's procurement policies and developing solicitation lists that include qualified small and minority businesses. This written policy is included in the City's "Vendor Guide to Conducting Business with the City of Alexandria." The policy encompasses the Request for Proposal process used to obtain services needed to operate the City's housing programs, especially appraisal and legal services.

The Commonwealth of Virginia selects financial institutions throughout the state to process applications for below market, first trust financing for first-time homebuyers. The City works with agents of these institutions to obtain mortgage financing for participants in the Homeownership Assistance and Moderate Income Homeownership Programs, which provide down payment, closing cost, and principal writedown assistance. The State seeks out minority-owned financial institutions where they are available, but they are not aware of any in the Northern Virginia area.

In addition, the City makes available the "Guide to Establishing a Small Business," which is published by the Alexandria Chamber of Commerce and the Small and Minority Business Task Force. The Guide is a business resource directory which contains information on starting a business in Alexandria, City procurement procedures, business education resources, and on how to access City departments.

## ■ CDBG and HOME Program Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing:** The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan:** It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME Programs.

**Drug Free Workplace:** It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

**Anti-Lobbying:** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph (n) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction:** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking

funding, in accordance with applicable HUD regulations.

**Consistency with the Plan:** The housing activities to be undertaken with CDBG, HOME, ESG and HOPWA funds are consistent with the strategic plan.

**Section 3:** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official                      Date

\_\_\_\_\_  
Title

## ***Specific CDBG Certifications***

The Entitlement Community certifies that:

**Citizen Participation:** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan:** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 Part 570.)

**Following a Plan:** It is following a current Consolidated Plan that has been approved by HUD.

**Use of Funds:** It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2003, 2004 and 2005 (a period specified by the grantee consisting of one, two, or three specific consecutive federal program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also,

in the case of properties owned and occupied by moderate income (not low income ) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force:** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination Laws:** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint:** Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;

**Compliance with Laws:** It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance:** If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs:** It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in 92.214.

**Appropriate Financial Assistance:** Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

\_\_\_\_\_  
Signature/Authorized Official                      Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies. (This is the information to which jurisdictions certify).
4. For grantees who are individuals, Alternate II applies. (Not applicable to jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**Place of Performance (Street address, city, county, state, zip code)**

Office of Housing: Program Administration and Landlord Tenant Relations  
301 King Street, Room 1100  
Alexandria, Virginia 22314

Program Implementation Division  
2 Herbert Street  
Alexandria, Virginia 22305

Department of Human Services: Office of Community Services  
2525 Mt. Vernon Avenue  
Alexandria, Virginia 22305

Check \_\_\_ if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace required by 24 CFR part 24; subpart F.

9. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## APPENDIX II

### Summary of Citizen Comments on Action Plan and City's Response

## SUMMARY OF CITIZEN COMMENTS AND CITY'S RESPONSE

The City encourages citizen comments on the annual Action Plan, and offers the community the opportunity to provide input at two public hearings on the Plan, one held during the Action Plan development process and one before City Council during the HUD-required 30-day public comment period. The 30-day public comment period on the City FY 2004 Action Plan will begin on Monday, March 17 and end on Thursday, April 17, 2003. A summary of the comments received and the City's response to those comments follows.

The first public hearing was sponsored by the City's Office of Housing, Department of Human Services, Department of Mental Health, Mental Retardation and Substance Abuse, and the Alexandria Health Department on Thursday, September 19, 2002 at 7 p.m. at City Hall. The purpose of the first public hearing was to obtain the community's input on housing, homeless and community and economic development needs prior to the preparation of the Action Plan. City staff attending the public hearing represented the Office of Housing and the Departments of Human Services and Mental Health, Mental Retardation and Substance Abuse. While no comments were received from members of the community at this first public hearing, written comments were submitted by Al Smuzynski, on behalf of Wesley Housing Development Corporation.

A second public hearing on the Action Plan for City FY 2004 will be held before City Council on Saturday, April 12, 2003 at 9:30 a.m.

The following is a summary of comments received on the Action Plan and the City's response. These comments have been summarized for brevity.

**1. Comments by Al Smuzynski, President and CEO, Wesley Housing Development Corporation;** received in writing after Public Hearing #1. The City's Consolidated Plan contains no specific objectives for the provision of affordable rental housing or housing for persons with physical disabilities. We recommend that the next five-year Plan include specific goals in these two areas. Given the likelihood of ever-rising real estate values and rents in the City, we recommend that before then the one-year Plans increase activities and funds expended to develop affordable rental housing or housing for lower-income persons, particularly those with physical disabilities. We also recommend that more emphasis be given in the Plan to affordable rental programs other than those provided by ARHA, such as the Low Income Housing Tax Credit Program. In addition, the Plan encourages mixed-income developments. Smaller developments (under 100 units) that are all low-income, but located in mixed-income communities should not be penalized. With respect to the Housing Trust Fund, we recommend that the City: allow \$1,000 per unit (up to \$50,000) for predevelopment and feasibility studies, which would be forgivable if a transaction does not close; give authority to provide the loans to the City Manager, which would allow property buyers to access funds more quickly; and make "soft second" financing available at known levels (such as \$15,000 per unit for apartments affordable at 50% of area median income), which would give certainty and a level playing field for bidders on existing affordable housing. With regard to reducing barriers to affordable housing, we recommend formalizing density bonuses, reduced permitting costs and availability of loans from the Housing Trust Fund, to encourage new affordable housing. Our final recommendation is that the City increase its outreach efforts to private landlords to accept Section 8 vouchers.

**City's Response:** As indicated in the Action Plan, the City is interested in working with developers

of rental housing affordable to households at or below 60% of area median income and developers of affordable sales housing. The City created the new Housing Opportunities Fund (HOF) to support pre-development, development, rehabilitation and construction of affordable rental and sales housing in Alexandria. The City encourages developers such as Wesley Housing that have an interest in affordable housing to bring forward for consideration projects that will preserve or increase affordable housing opportunities in the City. This includes applications involving subsidized financing through such programs as the Low Income Housing Tax Credit Program and the Tax-Exempt Bond Program. While mixed income developments are preferred, all HOF or other rental projects are considered on a case-by-case basis, and a small 100% low-income project would, like any other project be considered on its merits.

City Council has delegated authority over decisions regarding the award of HOF monies for pre-development or feasibility cost assistance to the City Manager; and standard funding levels were established (Section III.B under "Housing Opportunities Fund"). The City will determine on a case-by-case basis what form any type of HOF assistance will take. Some awards may be forgivable if the City deems such terms appropriate.

The City has devoted significant resources to ensuring that new or rehabilitated accessible units for low- or moderate-income persons are made available. Accessibility modifications for low- and moderate-income homeowners have consistently been funded through the Home Rehabilitation Loan Program, as well as through City support of Alexandria Christmas in April Rebuilding Together activities. Low- and moderate-income renters may access funding for accessibility modifications in their units through the Rental Accessibility Modification Program (RAMP). The City will also encourage the inclusion of accessible units, where feasible, in HOF-funded projects. In addition, twenty-eight new accessible units affordable to low- and moderate-income renters will become available upon completion of redevelopment at Samuel Madden Homes (Downtown) by ARHA, (see Section III.B, "Resolution 830").

Density bonuses are granted in the City at the discretion of City Council, which may take affordable housing into account when considering such requests. The City has found that its permitting costs are typically lower than those of surrounding jurisdictions in Virginia. However, for affordable housing projects, developers could use HOF monies to defray these costs. In addition, the City has an appeals process through which developers may request a reduction in permitting fees.

With regard to the acceptance of Section 8 vouchers by private landlords, ARHA conducts outreach with landlords to encourage participation in the Section 8 program. The City conducts the annual Landlord-Tenant Relations Board's apartment manager seminar, at which event ARHA has the opportunity to present the program to landlords. The City has also met with representatives of the Northern Virginia Apartment Association and the Apartment and Office Building Association to enlist their support to encourage their members to participate in the Section 8 program, but was unable to overcome their concerns about federal requirements. The City has and will contact properties considering termination of their participation in the Section 8 program to attempt to bring about continued participation. In addition, the City expects that Affordable Housing Plans involving rental units approved for new residential housing developments (see Section II.B) will add to the number of units where vouchers can be utilized, as the City normally requires acceptance of Section 8 as a condition of approval.

## APPENDIX III

Figure 1: Locations of Assisted Rental Housing

Figure 2: Housing for the Homeless and Persons with Special Needs

Figure 3: Target Areas

Figure 1  
Locations of Assisted Rental Housing

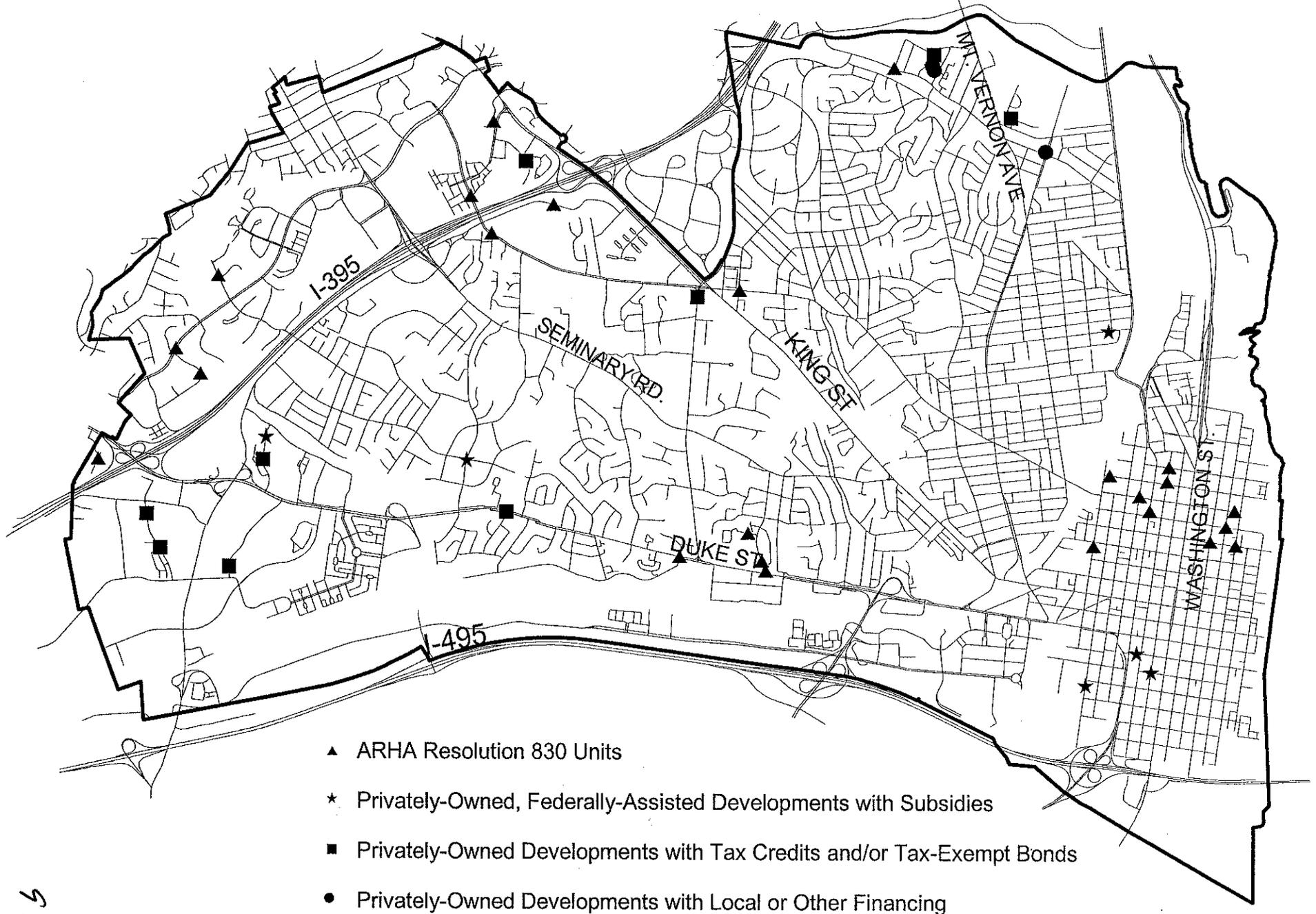


Figure 2  
Housing for the Homeless and Persons with Special Needs

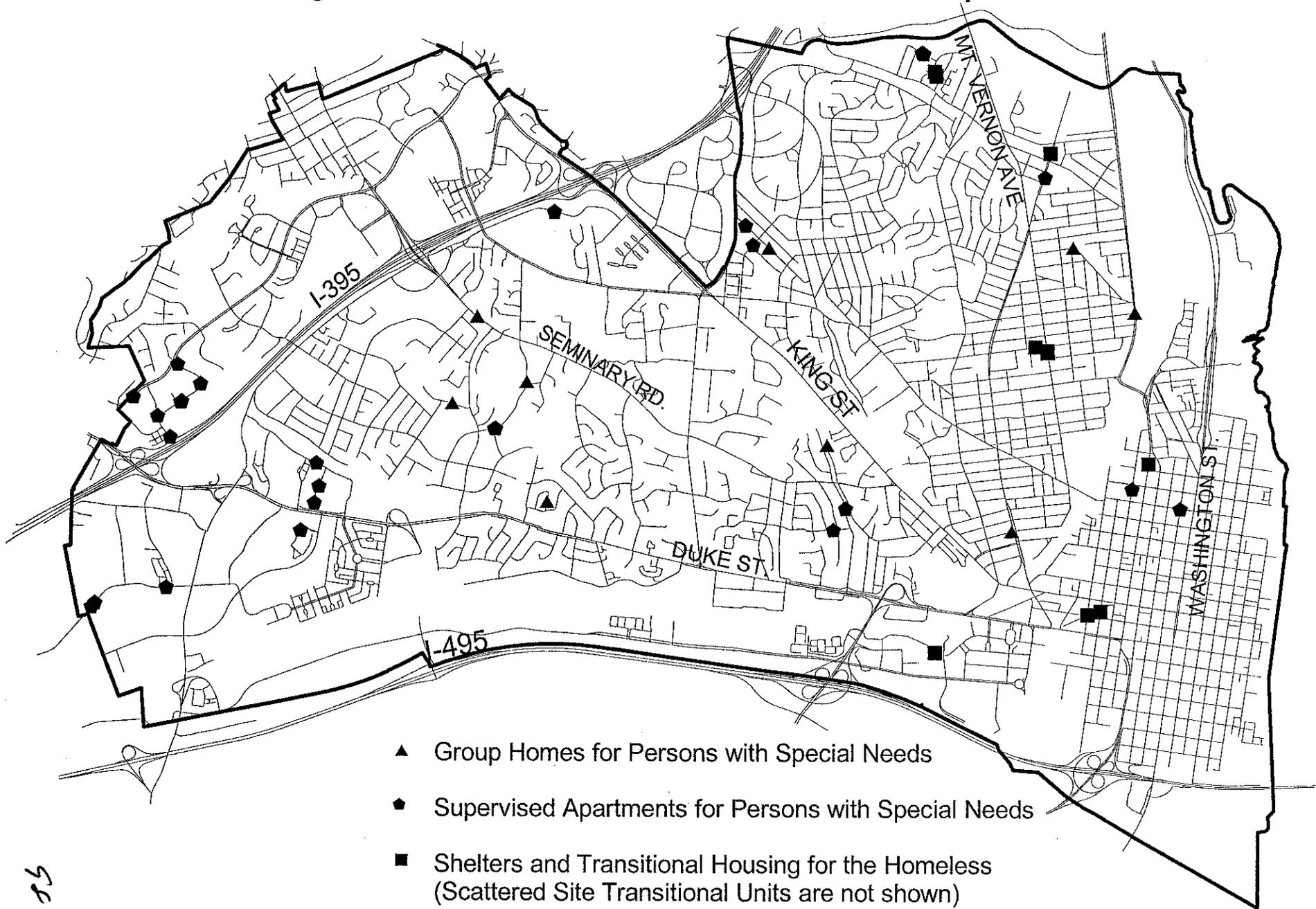
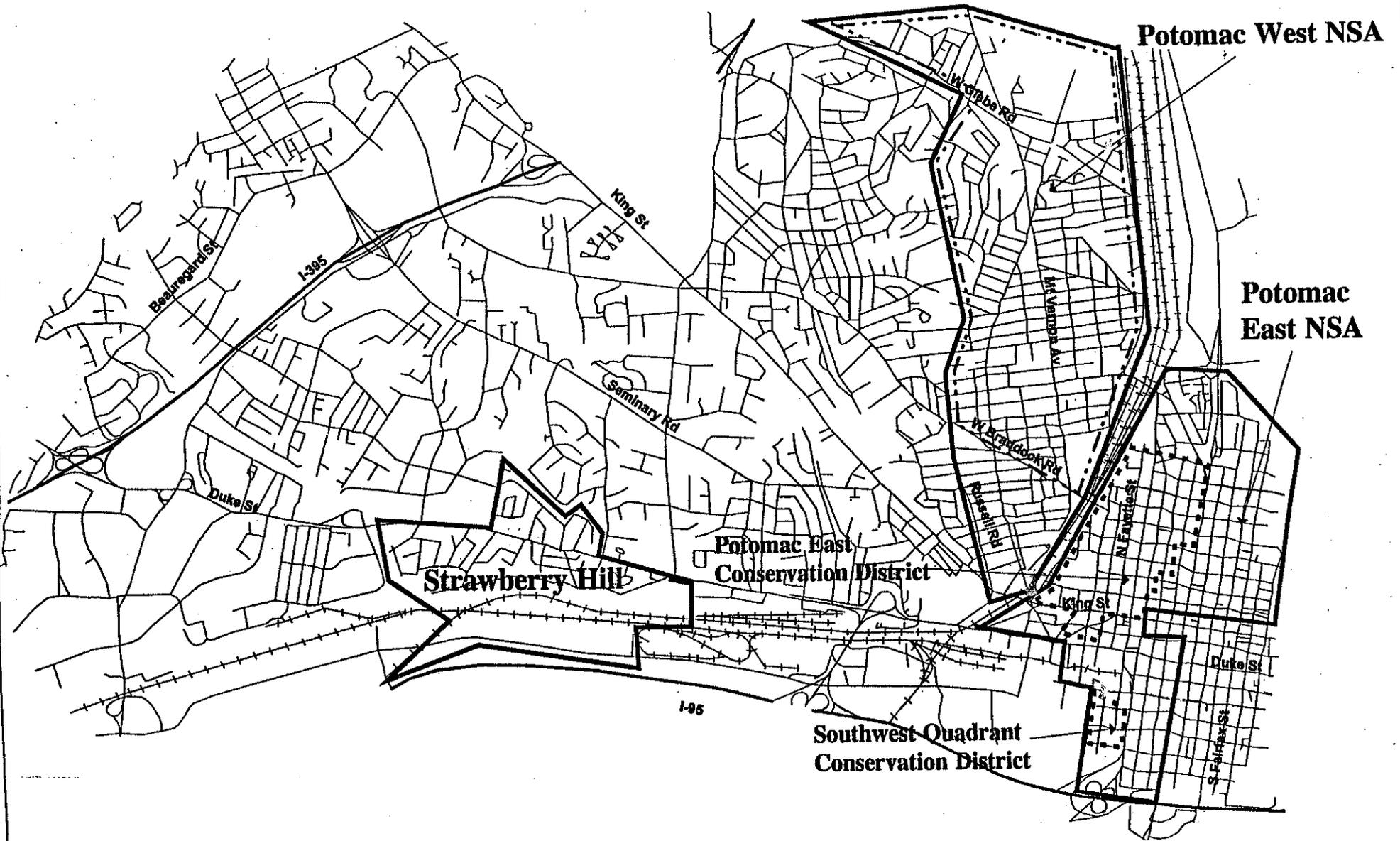


Figure 3: Target Areas



66

**Statement of Nancy Carson, Housing Action**  
April 12 hearing on  
Consolidated Plan for Housing and Community Development

Good Morning

My name is Nancy Carson, and I appear on behalf of Housing Action. Housing Action is a citizens' group formed about one year ago, when several of us ( including Fran Becker and Mary Riley, who will speak today) came together to figure out how to serve the needs of our community in the largest sense. We were encouraged by the commitment and work of the Affordable Housing Task Force, and believed that Alexandria was ready to move in a new direction. I am happy to say that that belief has been confirmed.

Building on our respective interests and responsibilities, we concluded that Alexandria needs an umbrella organization to education people on the importance of housing options for all our citizens, mobilize resource and share support, advocate for housing issues and support city leadership (and prod when needed), and engage in preservation and development of housing.

We want to improve housing options at every level, from the homeless to moderate income. In terms of the Consolidated Plan, may I say that we see a continuum of care starting at the very bottom levels of income and going all the way up. Just as residents may need shelter, transitional housing and training, subsidized housing and help, and then information and guidance into the market, the City needs a wide spectrum of joined housing mechanisms.

Working with the Alexandria Interfaith Association, including the Harambee CHODO, we have tested this message, and last month convened a larger group of housing advocates and providers. This group concurred in our goals.

We are delighted that the leadership of the City – the Mayor, the City Manager, and the Council (and I might add many of the Council Candidates)—have underscored the importance of housing issues and are prepared to move forward. Our desire is to be of as much help as possible, to work with the City and other groups and individuals in support of our mission, and to be foot soldiers in translating the goals into action. (We can also take some of the flack.) We need action and we need it soon – Housing Action.

**HOMELESS SERVICES COORDINATING COMMITTEE (HSCC)**  
**COMMENT ON THE CITY'S**  
**CONSOLIDATED PLAN FOR HOUSING & COMMUNITY DEVELOPMENT**  
**ONE-YEAR ACTION PLAN**  
*For the Period July 1, 2003 - June 30, 2004*

Speaker: Mary Riley, Homeless Services Coordinating Committee

Handout: *Homelessness in Alexandria, 2002*<sup>1</sup>

I'm speaking today on behalf of the *Homeless Services Coordinating Committee (HSCC)*. This Committee, established in 1989, is a collaborative partnership of 39 businesses, non-profits, City agencies and advocates addressing the needs of Alexandria's homeless. The HSCC has developed five strategic objectives to meet the high-priority needs of Alexandria's homeless population. These objectives are based on an annual "Point-in-Time" or "snap shot" count of homeless persons in shelters, transitional facilities, and on the streets of Alexandria from which gaps in housing and services for this population are identified and prioritized. The HSCC's strategic objectives were incorporated into the *City's Five-Year Consolidated Plan (July 1, 2000 - June 30, 2005)*. That plan is now entering its fourth year and much remains to be done.

This year's survey, conducted on January 22, 2003, in conjunction with the Metropolitan Washington Area Council of Governments' regional survey, found 515 homeless persons in Alexandria. This result is significantly lower than the 2002 count, when 600 homeless persons were identified. Hidden in the lower numbers, however, is a disturbing fact: the number of unsheltered, chronic homeless rose from 85 persons last year to 113 persons this year. The lower number for families indicates some progress in closing service gaps, particularly the addition of 13 transitional housing units funded through Alexandria's Housing Trust Fund. However, service providers note that the lower number also reflects the fact that families are leaving the City, due to the lack of affordable housing.

To address the unsheltered homeless population, one of HSCC's most critical priority objectives is the development of a 7 - 8 bed "Safe Haven" facility for persons currently living on the street who are unable to use the existing shelter system, usually due to a combination of severe mental illness and substance abuse issues. Our goal is to provide these difficult-to-serve chronically homeless persons a place of refuge where they might be coaxed off the street to live in a clean and safe setting and, hopefully, over time, to accept treatment. This is perhaps the most obvious gap in our continuum of services for the homeless, as there is currently no place within the City for these individuals to be housed and receive the services they so desperately need. Alexandria's Community Services Board has also identified a Safe Haven facility as a priority objective. We urge the Council and the City to be proactive in its efforts to house these most vulnerable

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<sup>1</sup> Note that the numbers in this handout reflect the HSCC Survey conducted in January, 2002. Numbers from the January, 2003 HSCC Survey are discussed in the above Comment.

citizens. HUD and HHS have recently announced initiatives to end chronic homelessness, and at the 2003 Conference of Mayors, Philip Mangano, head of the federal Interagency Council on Homelessness, challenged mayors across the country to end chronic homelessness in their cities. We would like to see Alexandria accept that challenge.

Another priority objective of the HSCC is to address the critical problem of homeless persons requiring on-going medical supervision, for example, persons with HIV/AIDS, pneumonia and other serious health issues living in shelters. As has been noted in earlier Action Plans, "The staffing required for such daily medical monitoring is beyond the current capabilities of Alexandria's homeless service providers." To date, no progress has been made on this objective.

HSCC's other objectives address the need for transitional and permanent supportive housing, particularly for those with special needs; expansion of affordable health care services to the homeless, including primary care and mental health/substance abuse services; and, finally, the need for increased affordable housing so that homeless persons residing in emergency shelters and transitional programs can move on to permanent housing.

In summary, considerable funds will be required to address the multiplicity of needs enumerated above, and the HSCC strongly urges Council and City support in accessing additional private, State, Federal, and City funds that may be available to address these needs. A first step will be to recognize these needs as the high priorities that they are.



# HOUSING FACT SHEET

Prepared by Alexandria's *Homeless Services Coordinating Committee*, a coalition of businesses, public and private homeless service delivery agencies, consumers, faith-based organizations, individual citizens and advocates working together to alleviate homelessness in Alexandria.

[www.alexandriahscc.org](http://www.alexandriahscc.org)

## Homeless in Alexandria

**A total of 600 persons, including 213 children, were homeless in the *Homeless Services Coordinating Committee's 2002 Survey.***

**Emergency shelters have no vacancies, yet many unsheltered homeless are waiting for space. (See "Homeless in Alexandria, Virginia, 2002.") Many in shelters and transitional housing programs are employed and are ready to move to permanent housing, but cannot do so because of a lack of affordable housing, long waiting lists for subsidized housing, and a paucity of landlords willing to take Section 8 certificates.**

### PUBLIC HOUSING & SECTION 8 FACTS

- ARHA's waiting lists for family & elderly/disabled public housing and Section 8 assistance totals 1,621, with many families waiting years for assistance. The waiting lists understate the housing need, since the lists have been "closed" off and on for months, and sometimes years, at a time.
- More than 6,100 families in Alexandria are categorized as "extremely low income," i.e., earning below 30% of the Area Median Income (AMI), and are rated as "severely impacted" by the lack of affordable housing, as are 2,215 families with disabilities.
- For those who finally succeed in obtaining Section 8 certificates, most cannot find landlords in Alexandria willing to take these certificates. So, they must either move far outside of Alexandria or return the certificates.

### PRIVATE MARKET HOUSING FACTS

- There is only a 3.9% vacancy rate for rental units in Alexandria. Only one rental unit in the City out of 26,449 market rate rental units included in a survey of complexes with 10 or more units would be affordable to new tenants with a household income at or below 30% of area median.
- To rent an efficiency apartment in Alexandria, an income of about \$36,500\* is required, or about 70% more than a person working two full-time jobs at minimum wage.
- To rent a 2 or 3-bedroom apartment, which is what most homeless families require, annual income must be between \$46,900\* and \$54,300\*, exceeding by 3 to 4 times what the vast majority of formerly homeless families earn. The "Housing Wage" calculated by the National Low-Income Housing Coalition for Alexandria is \$19.21/hr. This is the amount a full-time worker must earn to afford a 2-bedroom unit at Fair Market rent. Recent market surveys indicate the "Housing Wage" could be as high as \$22.54.
- Affordable set-aside sales units in the City target 1 to 3-person households earning at least \$55,120. As calculated by HUD, a 4-person household at 30% of area median income earns \$26,100.
- The 6,100 "extremely low income" households in Alexandria can afford monthly rent of no more than \$686, while the Fair Market Rent for a two-bedroom unit is \$1,276.

\*Household income needed by a new buyer if payment is 30% of gross income.

Sources: U.S. Census Bureau, Census 2000; *Market Rent Survey and Average Vacancy Rate for Multi-Family Rental Units*, Alexandria Office of Housing, Landlord-Tenant Relations Division; City of Alexandria, *Consolidated Plan for Housing & Community Development*; ARHA *5-Year Plan for Fiscal Years 2000-2004*; National Low Income Housing Coalition, "Out of Reach, 2002 - Alexandria, VA."



**Homeless Services Coordinating Committee**

**c/o Office of Community Services**

**2500 Mt. Vernon Avenue**

**Alexandria, Virginia 22301**

**Printing Compliments**

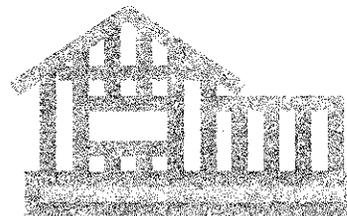
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**2300 Mt. Vernon Avenue**

**HOMELESSNESS  
IN  
ALEXANDRIA, VIRGINIA  
2002**

**Prepared by  
Alexandria's  
Homeless Services  
Coordinating Committee**



**Visit us on the web**

**at**

**[www.alexandriahscc.org](http://www.alexandriahscc.org)**

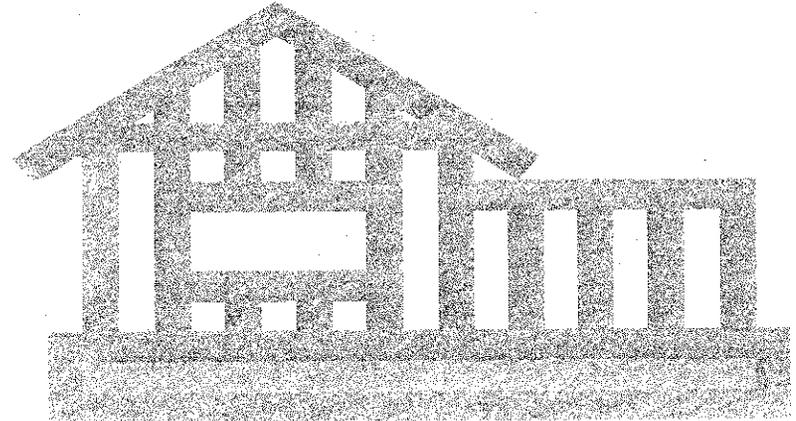
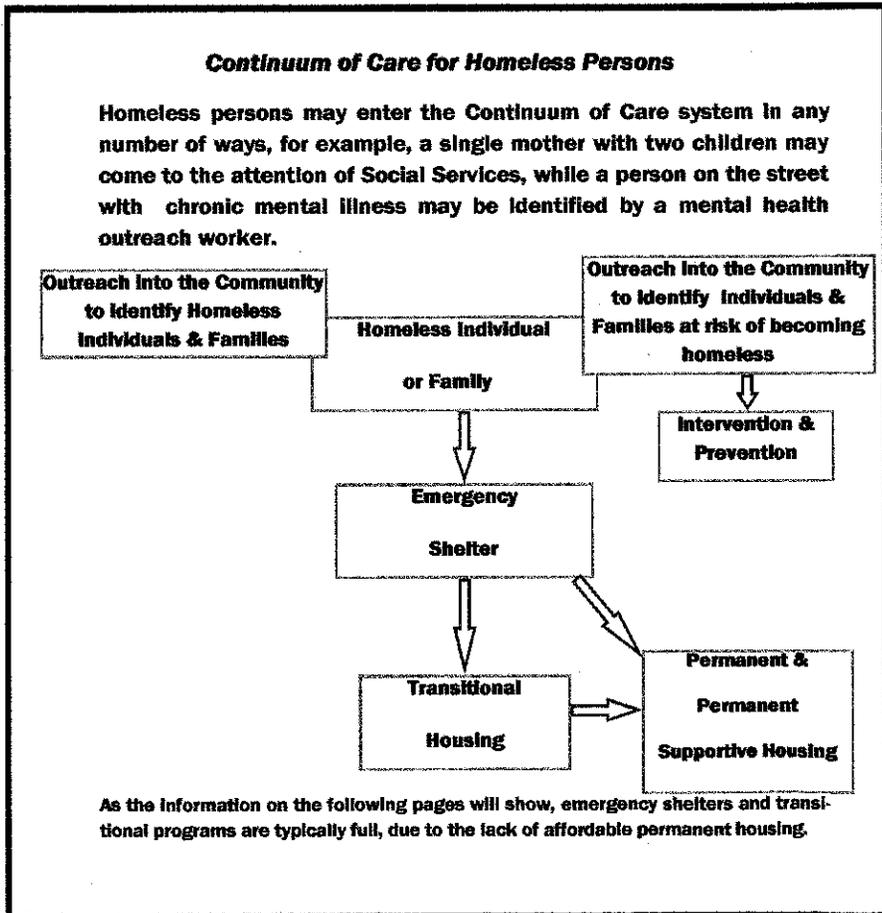
# Homeless Services Coordinating Committee

Alexandria's Homeless Services Coordinating Committee (HSCC), established in 1989, is a collaborative partnership that includes public and private homeless service delivery agencies, advocates, business interests, former consumers, faith-based organizations and individual citizens interested in alleviating homelessness and its effects. (See page 10 for a listing of members.) Its mission is to create and implement an effective Continuum of Care for homeless persons in Alexandria.

## DEFINITIONS

**EMERGENCY SHELTER:** Emergency housing in conjunction with food and supportive services to enable individuals and families to stabilize their lives, obtain jobs, and move on to transitional, permanent, or permanent supportive housing. Emergency shelters may provide a place for homeless persons to be during the day while conducting job searches, working or attending training.

**TRANSITIONAL HOUSING:** Transitional Housing facilitates the movement of homeless individuals and families to permanent housing, usually within 24 months. This temporary housing is combined with support services, such as substance abuse education, crisis stabilization services, transportation, supportive counseling, medication management, case management, training in activities of daily living, vocational skills training and emergency financial assistance, to enable homeless individuals and families to live as independently as possible.



**PERMANENT SUPPORTIVE HOUSING:** Permanent Supportive Housing is long-term housing. Permanent housing is combined with support services, such as those noted above for Transitional Housing, to enable homeless individuals and families to live as independently as possible in a permanent setting.

**SECTION 8 CERTIFICATE:** Housing assistance, in the form of direct payments to private landlord, secured from a local housing authority, that low-income people can use to rent apartments and homes on the private market.

## HSCC MEMBERS

Alexandria Commission on Persons with Disabilities  
Alexandria Interfaith Coalition for Affordable Housing  
Alexandria Neighborhood Health Services (ANHSI)  
Alexandria Redevelopment & Housing Authority (ARHA)  
Alexandrians Involved Ecumenically (ALIVE!)  
Alfred Street Baptist Church \* Amy Jones & Associates  
Arlington-Alexandria Coalition for the Homeless (AACH)  
Carpenter's Shelter & David's Place Day Program  
Catholic Charities/Christ House Shelter  
Christ Church \* Church of St. Clement  
Community Lodgings, Inc. (CLI) \* Dress For Success  
Community Residences, Inc. (CRI)  
Community Services Board (CSB)  
Department of Veterans Affairs  
Dress For Success \* Federal City Group  
First AGAPE Ministries-HIV/AIDS Program  
Health Department-Casoy Clinic  
Homeless Consumer Representatives  
Hopkins House \* INOVA Alexandria Hospital  
Meade Church \* Northern Virginia Family Services  
Northern Virginia Regional Commission HOPWA Housing Coord.  
Office of Aging and Adult Services \* Office of Community Services  
Office of Employment Training JobLink \* Office of Housing  
Office on Women-Domestic Violence Shelter  
Old Presbyterian Meeting House  
Salvation Army/Alexandria Community Shelter & Trans. Housing  
Starbucks \* St. Paul's Episcopal  
Stop Child Abuse Now (SCAN) \* Virginia Coalition for the Homeless  
Wesley Housing Development Corporation  
Westminster Presbyterian Church \* Whitman-Walker Clinic of No. Va.  
Workforce Organizations for Regional Collaboration

## HOMELESS FACILITIES IN ALEXANDRIA\*

### Day Shelter

David's Place (Carpenter's)

### Emergency Shelters\*\*

Alexandria Community Shelter (ACS)

(ACS is City funded and operated under contract by The Salvation Army)

ALIVE! House \* Carpenter's Shelter

Christ House (Catholic Charities)

Domestic Violence Shelter (Office on Women)

### Transitional Housing Programs\*

Adopt-A-Family (Arlington-Alexandria Coalition for the Homeless)

Carpenter's Shelter

Door to Independence (Community Lodgings, Inc.)

Guest House \* Salvation Army Cornerstone

Northern Virginia Family Services

(Funded through Alexandria's Housing Trust Fund)

Women's Recovery Home (ACSB)\*\*\*

Men's Recovery Home (ACSB)

Aspen House (ACSB)

Independent Living Program (ACSB)

### Permanent Supportive Housing\*\*

Mayflower/Canterbury (ACSB)

Columbus and Wythe (ACSB)

Notabene (ACSB)

Seasons and Skyhill (ACSB)

\* Visit our website at [www.alexandriahacc.org](http://www.alexandriahacc.org) for a complete listing of facility addresses and contacts.

\*\* See "Definitions" on page 11.

\*\*\* ACSB: Alexandria Community Services Board

## ANNUAL HOMELESS SURVEY

Each year, the HSCC conducts a "snap shot" (or point in time) survey of homeless persons in shelters and on the streets of Alexandria. Using the data collected in the survey, gaps in housing and services for this population are identified.

***\*\*In a 2002 survey, a total of 600 persons in Alexandria were homeless. Of these, 213 were children.\*\****

On the day of the homeless count, 397 persons were residing at an emergency shelter or winter overflow shelter, or a transitional or permanent supportive housing facility. The un-sheltered homeless population consisted of 85 persons living on the street and 118 persons in 32 families on a waiting list for shelter. The survey found:

- *The number of homeless families on a waiting list for emergency shelter increased from 12 to 32 families in one year, with more families utilizing the Winter Shelter Program.*
- *The number of homeless single individuals living on the street increased from 59 to 85 in one year.*
- *While some individuals and families in shelters and transitional programs were ready to move on to permanent housing, a lack of affordable housing prevented them from doing so.*
- *Many individuals and families were in need of transitional housing with supportive services (e.g., job training, supportive counseling, crisis stabilization services, etc...), yet the transitional programs are typically full, with waiting lists for people residing in emergency shelters.*

## OBJECTIVE 5

**Establish partnerships with local public and private primary and specialty health care providers, in order to expand the availability of affordable health care services to the homeless, to include services during evening and weekend hours, and at accessible locations and mobile facilities.**

*In an HSCC survey of medical needs among homeless persons, 116 single individuals and 72 persons in families had need of, but were not receiving, medical care.*

### WHAT IS NEEDED?

- **Strong City Council and community support for the objectives identified.**
- **Public and private funding to address the identified needs.**
- **Increased affordable housing for low-income persons so that homeless persons residing in emergency shelters and transitional programs can move on to permanent housing, thereby freeing space for those needing shelter or transitional placements.**

## OBJECTIVE 4

**Develop resources to provide transitional housing and comprehensive support services to an additional 100 individuals and 50 families who are homeless, formerly homeless and at risk of homelessness.**

*Kathy (pseudonym) is a 38-year-old mother of three. When she entered an Alexandria transitional program, she was separated from her husband who was alcoholic, and in deep financial debt. With the supportive services Kathy received in the transitional program (credit counseling, regular meetings with a case manager, support group for families of alcoholics, and job training), Kathy was able to resolve her credit problems, get a decent-paying job, and move to Section 8 housing.*

Most of the individuals and family members currently residing in emergency shelters could benefit from the intense case management services and time afforded by a transitional housing program. However, these programs are typically full, resulting in increasing lengths of stay for persons staying in shelters.

Also, Kathy was lucky to have found a landlord willing to take her Section 8 Certificate (definition, p. 11). More and more families ready to move from shelters and transitional programs have been unable to find affordable housing or landlords willing to take Section 8. (See "Housing Fact Sheet," attached.) Some have had to return the certificates and remain homeless. Others have had to move far away from jobs and family support systems.

## ANALYSIS OF SURVEY DATA & DEVELOPMENT OF OBJECTIVES

Utilizing the data collected through the survey, as well as the knowledge of shelter providers and others involved with the homeless population in Alexandria, the *Homeless Services Coordinating Committee* analyzes any gaps in services and develops a strategic plan to address these gaps. This Continuum of Care process is a requirement of the Department of Housing and Urban Development (HUD) in order for the City or local non-profits to apply annually for funding under the McKinney Vento Homeless Act. After analyzing the survey data, the HSCC developed the following high-priority objectives, which are incorporated into the City's Five-Year Consolidated Plan for Housing and Community Development:

**Objective 1:** Develop a 7 to 8 bed "Safe Haven" facility for difficult-to-serve homeless persons who are also mentally ill, recovering from substance abuse, or dually-diagnosed.

**Objective 2:** Identify additional public or private resources to add the equivalent of 1.5 mental health/substance abuse counselors to provide evening and weekend coverage at shelters and outreach to the unsheltered homeless.

**Objective 3:** Set aside six beds in existing facilities to provide long-term shelter and health services for homeless persons requiring on-going medical supervision, and develop resources to provide comprehensive health and supportive services for those persons.

**Objective 4:** Develop resources to provide transitional housing and comprehensive support services to an additional 100 individuals and 50 families who are homeless, formerly homeless and at risk of homelessness.

**Objective 5:** Establish partnerships with local public and private primary and specialty health care providers, in order to expand the availability of affordable health care services to the homeless, to include services during evening and weekend hours, and at accessible locations and mobile facilities.

## OBJECTIVE 1

**Develop a 7–8 bed “Safe Haven” facility for difficult-to-serve homeless persons who are also mentally ill, recovering from substance abuse, or dually-diagnosed.**

*James (pseudonym), 52 years old, is a Vietnam War veteran. He has lived on the streets of Alexandria for 12 years. He has been diagnosed with severe mental illness and is unable to access the existing shelter system because of his untreated mental illness.*

As noted earlier, the 2002 Survey identified 85 individuals living on the street. Most of these individuals are unable to use the existing shelter system, usually due to a combination of severe mental illness and substance abuse. Objective 1 addresses the most obvious gap in Alexandria's Continuum of Care services for the homeless, as there is currently no place within the City for these individuals to be housed and receive the services they so desperately need.

The deaths of several homeless persons living on the street in Washington, D.C. over the past two winters dramatically point out the crisis facing this population. An outreach worker in the District noted that “many of these individuals are dually-diagnosed (for addiction and mental illness) and are consistently falling through the cracks.” Research has proven that these individuals can be helped once they are physically secure and able to establish trust with treatment workers.

The “Safe Haven” described in Objective 1 will be a first step in addressing the critical needs of this population.

## OBJECTIVE 2

**Identify additional public or private resources to add the equivalent of 1.5 mental health/substance abuse counselors to provide evening and weekend coverage at shelters and outreach to the unsheltered homeless.**

*Annual HSCC surveys have identified an increasing number of individuals and persons in families with mental health and substance abuse issues. At present, there are not sufficient counselors to address the growing need.*

## OBJECTIVE 3

**Set aside six beds in existing facilities to provide long-term shelter and health services for homeless persons requiring on-going medical supervision, and develop resources to provide comprehensive health and supportive services for those persons.**

*\*\*Alexandria shelters are seeing more and more individuals with serious, chronic medical conditions that cannot adequately be addressed within the existing shelter system.\*\**

There are two categories of individuals now residing at emergency shelters that the shelters are not equipped to handle:

- (1) those being released from the hospital, but still unable to function independently and needing significant recovery time with assistance; and
- (2) those with serious chronic health issues, e.g., HIV/AIDS, individuals on dialysis, persons with walking pneumonia and other serious health issues. Objective 3 would help to address a fraction of those requiring care.

3  
4-12-03

From Gwen Ross

Good morning, City Council members. I have asked Fran Becker to read this to you because I was unable to get off from work to testify on behalf of something that is very important to me - having a safe home for me and my little girl, Keesy. A home that I can afford on my bank teller's salary. We are now living at the Lynhaven apartments as one of Carpenter's Shelter's transitional housing families.

Five years ago, I was living on the streets of Alexandria and often used Carpenter's day-shelter, David's Place. At that time, I thought I would never have my own keys to my own place. I had no job and no place to live. I left Alexandria in an attempt to start over and to make it on my own.

I moved back to Alexandria last Fall to escape an abusive husband. This time, my two year old, Keesy and I lived in Carpenter's Shelter Residence for more than five months. While there, I found a job at Riggs National Bank and started saving for housing.

Right now, Carpenter's is charging me \$300 each month and will gradually increase the fee to \$850 per month over the next fifteen months. With strict budgeting, that includes savings and with my anticipated promotions, I should be able to afford to rent an apartment by myself by August, 2004. I know it is a long way away but I am focused on being totally independent.

My ultimate dream is to buy a home in Alexandria that I can afford. I want Keesy to grow up in Alexandria and its diverse community. Thank you for keeping Alexandria affordable for working families.

Gwen Ross

3513 Commonwealth Avenue, Apt. 2  
Alexandria, VA 22314

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**MEMORANDUM**

DATE: APRIL 28, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: CONCERNS REGARDING THE CITY'S HOME REHABILITATION LOAN PROGRAM

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This memo is in response to concerns raised at the April 12, 2003, Public Hearing by Lynette Hart regarding her experience as a participant in the City's Home Rehabilitation Loan Program (HRLP).

**Program Description.** The HRLP provides no-interest, 99-year deferred payment loans to income eligible applicants to enable them to undertake repairs to their home. Under the HRLP, priority is given to work items as follows: code violations, including lead-based paint hazards; energy efficiency/weatherization improvements; and accessibility-related activities. Costs that are paid from the homeowner's loan funds, in addition to construction costs, include relocation and storage expenses, appraisals, termite and title reports, and recording and survey costs. Excluded from the loan amount are costs for architectural and engineering services related to the work. Attachment I describes the HRLP application, loan processing, and bid processes.

Since 1995, rehabilitation loan projects have been coordinated by outside architects as a privatization effort. It was found at that time that the HRLP's rehabilitation work had become sufficiently complex that nearly all cases required the preparation of architectural plans in order to solicit bids and secure building permits. The City currently retains the services of four architectural firms in administering the HRLP. The participating architects are selected periodically through a Request for Proposals, with the most recent process completed in 2002, and are assigned projects on a rotating basis. For each HRLP case, the responsible architect will develop rehabilitation specifications and construction bid documents, assist the homeowner in reviewing contractor bids, review contractor requests for payments, and monitor construction activities on-site. The project architect also has responsibility for securing engineering and environmental services that may be required in completing the rehabilitation. In all cases, the contractors are selected by and are under contract with the homeowner.

In FY 1998, the program was amended to make architectural services a City administrative cost, rather than a portion of the loan. This change was made to keep soft costs from unduly restricting construction amounts, while keeping the majority of loans under \$100,000. Because architectural costs are normally 15% of construction costs, and other soft costs typically average \$10,500 for the

program's maximum \$90,000 construction contract, inclusion of architectural fees in the loans would result in maximum loan amounts in the neighborhood of \$114,000. Including the cost of architect services in the participant's loan amount (and raising the loan limit accordingly) may serve to address Ms. Hart's concern that her interests were not fully represented in the HRLP process. However, the addition of these costs would be problematic for some clients whose equity is insufficient to cover the necessary increase.

**Recent Program History.** Since July 1, 1998, the City has completed 69 rehabilitation projects through the HRLP. The average loan amount during the period was \$41,445, ranging from a low of \$3,504 (roof replacement only) to a high of \$152,401. Types of work completed include roof repairs and replacements, kitchen renovations, accessibility improvements, and structural and system improvements.

During this time period, three HRLP participants, in addition to Ms. Hart, have expressed strong dissatisfaction with their contractors. In one case, a homeowner was dissatisfied because the home required significant foundation work which greatly diminished the amount of funds available to complete the remaining scope of work. In a second case, the homeowner's main concern was the appearance of the exterior of the house. The house had settled and when new windows were installed, the degree to which the house was out of plumb became more visibly apparent. This problem was resolved cosmetically, but a structural solution was beyond the scope that could be addressed within the HRLP construction loan limit. The third case, completed in 2000, involved a roof replacement project that the owners felt was over-priced. The roofing system had deteriorated to the point that the entire roof and support system needed to be replaced. The homeowners accepted the lowest bid for the work but expressed concerns with the cost after the work was completed. Housing staff requested estimates from an independent contractor, who determined the cost to be reasonable. Staff worked to resolve each of these cases, and all were closed without arbitration proceedings.

**Issues Raised by Ms. Hart.** At the April 12 public hearing, Ms. Hart noted two specific work items with which she was not satisfied, and other issues of concern.

The first issue was the sliding glass shower door in her first floor bathroom, which was rehabilitated as part of the project. The original specifications for the project called for the installation of a complete tub surround unit with sliding glass shower doors. At Ms. Hart's request, the surround unit was removed from the specifications and was replaced with ceramic tile that she provided. When the contractor installed the shower doors with the newly installed ceramic tile, it became apparent that the floor was not even and the walls were not perfectly plumb. Due to the imperfect condition of the floor and walls, the shower doors are visibly uneven. While a tub surround unit could have been adjusted for the unevenness in the walls and floor, the same adjustments could not be accomplished with the ceramic tile. However, this problem was not discovered until the shower doors were installed after completion of the tile installation.

The contractor has adjusted the doors so that they are fully functional in keeping water from escaping outside the tub, but the doors remain uneven. In response to Ms. Hart's expressed dissatisfaction with the appearance of these doors, the contractor proposed that the shower doors be removed and

that a shower curtain rod be installed. The doors cannot be returned to the supplier for a refund because they have been installed, but staff believes the contractor may be willing to remove them and absorb the cost of the doors (\$240 plus labor) if it would result in Ms. Hart's agreement to release payment for work he has already performed (see page 3). However, she is not satisfied with the recommendation to remove the shower doors. There is no alternative within the loan limit but to live with the current situation or to remove the doors entirely.

The second work item of concern noted by Ms. Hart was the cost of replacement of two second story bedroom doors and one basement door at a cost of \$220 each. This cost includes not only the price of the doors but also the cost of new door framing (jambs), installation, and hardware. As with all change orders, prices are reviewed and approved by the project architect for reasonableness. The cost of the doors was taken from a construction cost estimator's manual routinely used by participating contractors.

Ms. Hart also mentioned that the contractor did not bill for work performed in the fall of 2002 until January 2003. In all HRLP projects, the contractor can choose to bill as frequently as once each month, but only for items that are completed. The contractor is free to bill less frequently, again for items that have been completed. Here, the contractor chose to bid less frequently than monthly.

Ms. Hart said that the contractors in the City program are making huge profits at the expense of the poor and elderly. As outlined in Attachment I, HRLP Projects are competitively bid and competitive forces determine the bid price. In Ms. Hart's case, four contractors were asked to bid and three submitted bids. After reviewing the bids with Housing staff and the project architect, Ms. Hart chose the lowest bid.

Lastly, Ms. Hart mentioned that she had hired her own contractor after construction began to advise her on the project. Housing staff were introduced to him as a personal friend of Ms. Hart who also happened to be a contractor. Homeowners are free to receive advice from whomever they choose, but for construction decisions on all projects, Housing staff receive advice from the project architect, who also acts on behalf of the homeowner.

**Current Status of Ms. Hart's Rehabilitation Project:** City Code Enforcement staff performed final inspections on March 14, 2003, and approved the work. All but two items from the punch list developed during the final walk through on March 18 have been finished. The two additional items are the installation of a door threshold and a front storm door. The threshold has not been installed because the contractor has not been provided access to the home. The storm door is not a standard size and is a custom-order item. The contractor has not ordered the door because Ms. Hart has not authorized the additional cost of \$383.50.

Ms. Hart authorized a payment to the contractor in January. The remaining amount owed to the contractor under the contract is \$31,746. The project architect gave Ms. Hart a payment request for \$23,338 on March 28, 2003, that withholds the City's standard 10% of the original contract amount until all work is complete. Ms. Hart requested time to review the payment request and her records before she signed the authorization for payment. As of today, Ms. Hart has not signed this request.

The \$31,746 amount does not include \$2,176 in change order items that Ms. Hart requested and the contractor performed without a signed change order. Ms. Hart now refuses to execute the change order to pay for these items, which include installation of electrical appliances that Ms. Hart purchased, such as a ceiling fan, door bell, and dishwasher cutoff switch, additional tile work that was outside the scope of the contract, and additional plumbing work not included in the original scope of work. Ms. Hart also has a credit allowance of \$1,298 because she used lighting fixtures that cost less than the amount included in the contract for such items. Therefore, the net cost of the change order items to Ms. Hart would be \$878.

In addition, there are several disputed items that Ms. Hart has requested at no additional cost, but for which the contractor is not willing to absorb the cost:

- Install a new threshold plate on the basement bathroom floor. There is a plate already installed, but Ms. Hart does not like the color. She says she bought the one she wants installed but that the contractor broke it. The contractor denies that he or his workers broke the threshold plate.
- Repaint the basement walls. The contractor has patched and primed the walls where cuts were made, but the contract does not call for repainting the entire room.
- Install new carpeting on the basement stairway. Ms. Hart says the contractor led her to believe he would install the carpeting, but now refuses. It is not included in the scope of work.
- Install a new bathroom door. Ms. Hart believes that the existing door was damaged after a worker removed it in error. The door was repaired, repainted, and a new lockset was installed at no cost to Ms. Hart, but Ms. Hart now wants an entirely new door. The repaired door is secure and fully functioning.
- Repair a hole in the basement wall. At some point during construction, a filing cabinet was moved, revealing a hole and an exposed electrical outlet. This repair was not in the specifications and appears to have been concealed by the filing cabinet.

Staff will continue to work with Ms. Hart and the contractor to resolve the outstanding issues and conclude the project. However, if Ms. Hart continues to withhold payment for the items completed under the contract, the City has the authority under the contract to disburse payment from Ms. Hart's loan proceeds without her approval. This authority is established in Item 5 of the Home Rehabilitation Loan Agreement between Ms. Hart and the City, which states that the homeowner will not unreasonably withhold acceptance of work and authorization of payment to the contractor. However, without a signed change order, the City cannot release payment for work items outside the contract that the contractor completed at Ms. Hart's request.

## ATTACHMENT I

The following explains the application, loan review and approval, and construction bid processes currently followed in administering the HRLP:

1. Initial Application. City staff reviews the application and makes a determination of eligibility for the HRLP. Staff develops a preliminary list of work items based on the applicant's wishes and identifiable deficiencies at the property. After preliminary staff approval, staff checks the assessment of the property to identify the amount of homeowner equity available. If the assessed value of the property does not indicate that the homeowner has sufficient equity to meet the estimated cost of the project, staff arranges for an appraisal of the property to determine the actual equity available.
2. Assignment of Architect. After the amount of equity is determined, staff assigns a project architect to work with the homeowner to develop plans and specifications for the rehabilitation work. Once the plans and specifications are agreed upon, the architect prepares bid documents for the project.
3. Bid Process. Bids are solicited from at least three contractors to complete the work outlined in the specifications. The City currently has eight Class A licensed contractors participating in the program to whom bids may be sent. The architect may, at the homeowner's request, send the bid documents to other contractors with a Virginia Class A license after Office of Housing staff verifies the contractor's qualifications to participate in the program. The owner reviews the bids and selects a contractor. If an inadequate number of bids is received or the bids are determined to be too high, the homeowner may request that the project be re-bid. Some low-priority work items may be bid as alternates and ultimately removed from the job if costs exceed available loan funds.
4. Project Implementation. City staff prepares loan documents. The project architect prepares a construction contract to be executed by the homeowner and contractor. The City is not a party to the construction contract. If necessary, the homeowner will move out of the home for a period of time to expedite the construction project. Once the rehabilitation work begins, weekly meetings are held between the contractor, City staff, and the project architect. The homeowner is encouraged, though not required, to attend these meetings. Participating contractors may submit bills monthly, but only for work that is already completed. Loan proceeds are not advanced, but are disbursed to the contractor as reimbursement for work performed, upon approval of payment requests by the architect, the homeowner, and the City. The City retains 10% of each payment request until the project is complete. Any work which required building permits will be inspected by the City's Code Enforcement Division. Upon a determination of substantial completion, the architect, contractor and homeowner will conduct a punch list inspection to identify any incomplete work items. Funds that have been retained are released only after all releases of liens are provided by the contractor and all work, as specified in the contract, is complete.